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MAINE STATE GOVERNMENT ANNUAL REPORT

1983-1984

A Compilation of
Annual Reports of
State Departments and Agencies

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1984

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

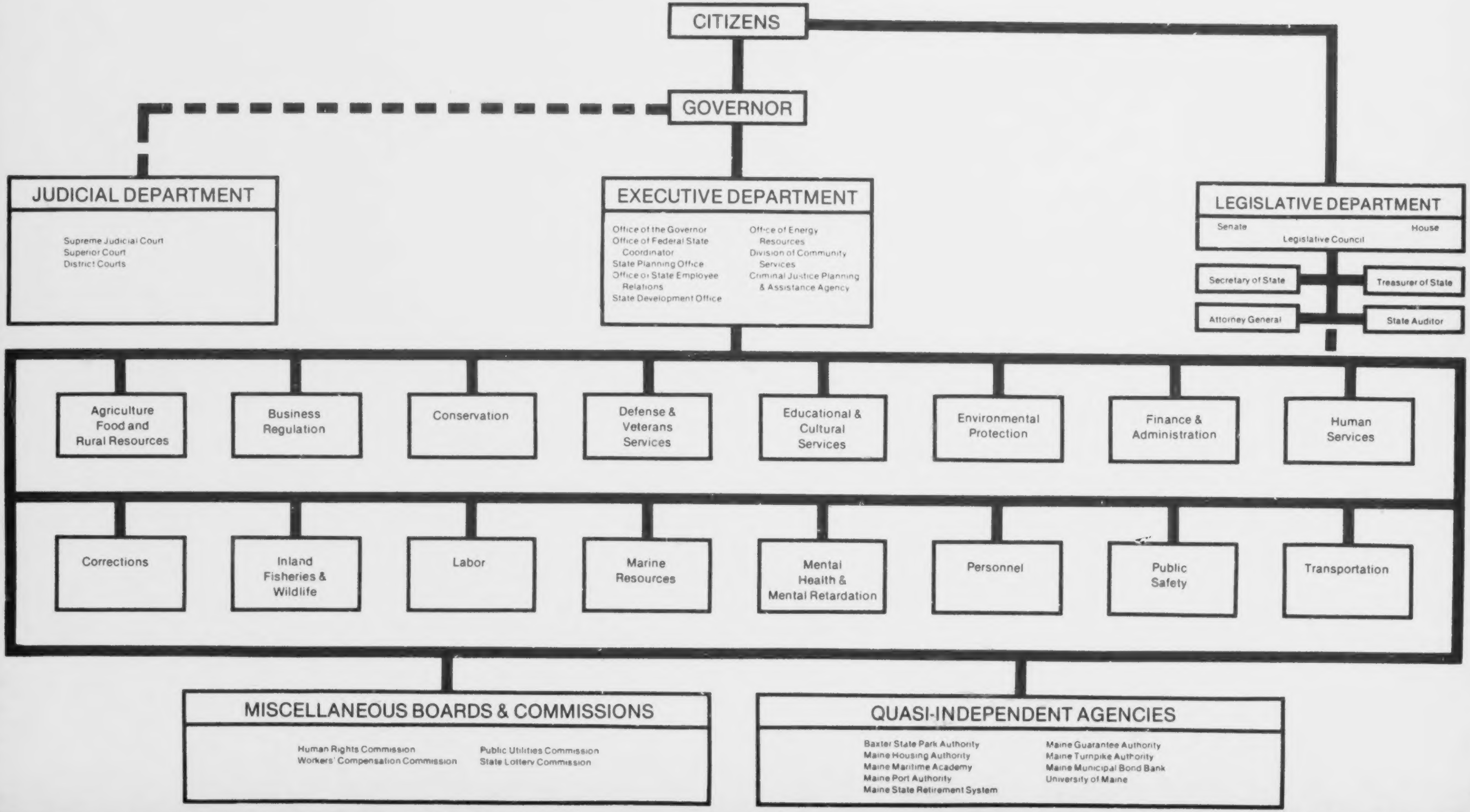
MAINE STATE GOVERNMENT ANNUAL REPORT

1983-1984

Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT
Based on Elective or Appointive Line of Authority

Major State Agencies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Maine Housing Authority
Maine Maritime Academy
Maine Port Authority
Maine State Retirement System
Maine Guarantee Authority
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government	04 Manpower
01 Economic Development	05 Natural Resources
02 Education and Culture	06 Public Protection
03 Human Services	07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Business Regulation
03 Department of Corrections
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance and Administration
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
26 Department of Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count,* where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS. This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR. Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index and table of contents. The data included in the report section will be limited to directory information.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM-Unit	*Name*	*Act*	*Citation*	*Date*
04-068	Maine Forest Authority	PL 1983 Ch 819	12 MRSA 1701	4-24-84
30-366	Maine Forest Fire Control Study Commission	Completed Work	PL 1981 Ch 705	
92-338	Forest Land Valuation Advisory Council	PL 1983 Ch 828	36 MRSA 584	7-25-84
07-102M	Governor's Small Business Advisory Council	Expired	Exec. Order 13 FY 81	
94-332	Maine Guarantee Authority	PL 1983 Ch 519	10 MRSA 1004	9-23-83
90-202	Maine Health Facilities Cost Review Board	PL 1981 Ch 705	22 MRSA 353	7-01-83
01-309	(Office of) Inspector of Dams	PL 1983 Ch 417	38 MRSA Sec 811	9-23-83
03-237J	Office of Juvenile Intake (Corrections)	(Administrative Decision)		5-01-84
30-269	Legislative Apportionment Commission	Completed Work	Constitution Art IV, Pt 3, Sec 1A	
94-095	Post-Secondary Education Commission of Maine	PL 1983 Ch 799	20A MRSA 10301	7-25-84
94-167	Me. Small Business Loan Authority	PL 1983 Ch 519	5 MRSA 15004	9-23-83

Department of Labor (Umbr 12) administrative reorganization abolished these units, November 2, 1983.

Unit	Name	Citation
168A	State Employment and Training Council	Exec Order 14, 79
168C	Office of Maine CETA	
168I	Private Industry Council (CETA)	
168L	Legal Division (Labor)	26 MRSA 1082
168P	Div of Planning and Program Services (Labor)	26 MRSA 1401
168R	Program Management Division	
169A	Administrative Services Div (Employment Security)	26 MRSA 1041
169D	Data Processing Division (Employment Security)	26 MRSA 1041
169J	Job Service Division	26 MRSA 1083
169P	Appeals Division (Employment Security)	26 MRSA 1082
169R	Division of Economic Analysis and Research	26 MRSA 1082
169U	Unemployment Compensation Division	26 MRSA 1041
170A	Apprenticeship Division	26 MRSA 1001
170B	Boiler Elevator Tramway Division	26 MRSA 133
170C	Minimum Wage, Child Labor and Stuffed Toys Div	26 MRSA 622
170I	Industrial Safety Division	26 MRSA 44
170R	Research and Statistic Division	26 MRSA 42

NEWLY CREATED OR RENAMED ORGANIZATIONAL UNITS

Um-Unit	*Name*	*Act*	*Citation*	*Date*
01-001G	Division of Quality Assurance (AFRR)	(Administrative Decision)	(Name Change)	
02-027	Dept. of Business, Occupational and Professional Regulation	PL 1983 Ch 553	(Name Change)	9-23-83
02-477	Board of Occupational Therapy Practice	PL 1983 Ch 746	32 MRSA 2273	7-25-84
03-473	Office of Advocacy (Corrections)	PL 1983 Ch 459	22 MRSA 1203	9-23-83
04-056R	Division of Real Property Management (Conservation)	(Administrative Decision)		5-01-84
04-115	Maine Conservation Corps	PL 1983 Ch 543	12 MRSA 5151	6-30-83
05-071U	Commission on the University of Maine	PL 1983 Ch 839		4-30-84
07-154	Division of Tourism (SDO)	PL 1983 Ch 477	5 MRSA 7004	9-23-83
07-413A	Advisory Committee to Public Advocate	Res 1983 Ch 48		2-29-84
08-133	Risk Management Division	PL 1983 Ch 349	(Name Change)	9-23-83
10-1445	Office of Programs (Human Services)	(Administrative Decision)	(Name Change)	
10-156	Alcohol and Drug Abuse Planning Committee	PL 1983 Ch 464	22 MRSA 1601	9-23-83
10-474	Advisory Committee on Radiation	PL 1983 Ch 345	22 MRSA 675	
10-476	Scientific Advisory Panel (on Hazardous Air Pollution)	PL 1983 Ch 835	22 MRSA 1693A	7-25-84
12-158J	Maine Job Training Council	Exec Order 9 FY 83		10-01-83
12-158T	Bureau of Employment and Training Programs	Exec Order 9 FY 83		10-01-83
12-168	Office of the Commissioner (Labor)	(Dept. Decision)	26 MRSA 1401	11-02-83
12-172	Unemployment Insurance Commission	PL 1983 Ch 351	(Name Change)	9-23-83
14-249	Office of Community Support Systems (Mental Health)	PL 1983 Ch 580	5 MRSA 1903	9-23-83
29-250E	Enforcement and Regulation Division (Sec of State)	(Dept. Decision)	(Name Change)	
30-263A	Commission on Services to Children with Special Needs	Res 1983 Ch 47		9-23-83
30-263B	Joint Select Committee on Interagency Information Processing	Res 1983 Ch 41		9-23-83
30-263C	Unemployment Compensation Fund Study Commission	P & S 1983 Ch 46		6-30-83
30-263D	Commission on Local Land Use Violations	PL 1983 Ch 458		9-23-83
30-263E	Commission to Study Child Custody	PL 1983 Ch 564		7-01-83

Um-Unit	*Name*	*Act*	*Citation*	*Date*
30-263F	Maine Sentencing Guidelines Commission	P & S 1983 Ch 53		9-23-83
30-263G	Committee to Study the Local Road Assistance Program	PL 1983 Ch 94		4-01-83
30-263H	Citizen's Civil Emergency Commission	PL 1983 Ch 516	37A MRSA 56A	9-23-83
90-465	Radiologic Technology Board of Examiners	PL 1983 Ch 524	32 MRSA 9854	9-23-83
92-453	Whitewater Safety Committee	PL 1983 Ch 502	12 MRSA 7367	6-27-83
92-454	Whitewater Advisory Committee	PL 1983 Ch 502	12 MRSA 7369A	6-27-83
92-455	Commission to Study Workers' Compensation Insurance	PL 1983 Ch 479		6-24-83
92-461	Maine Vacation-Travel Commission	PL 1983 Ch 477	5 MRSA 7005	9-23-83
92-462	Community Services Advisory Board	PL 1983 Ch 176	5 MRSA 3517	4-27-83
92-463	Maine Marketing Advisory Board	PL 1983 Ch 582	7 MRSA 1008B	9-23-83
92-466	Board of Visitors—Military and Naval Children's Home	PL 1983 Ch 176	34 MRSA 2954	4-27-83
92-467	Policy Review Board (Governor Baxter School for the Deaf)	PL 1983 Ch 316	20A MRSA 7503	5-19-83
94-457	Finance Authority of Maine	PL 1983 Ch 519	10 MRSA 964	9-23-83
94-458	Division of Natural Resources Financing and Marketing (FAME)	PL 1983 Ch 519	10 MRSA 984	9-23-83
94-459	Division of Maine Business Development and Finance (FAME)	PL 1983 Ch 519	10 MRSA 1004	9-23-83
94-468	Natural Resource Finance & Marketing Board	PL 1983 Ch 519	10 MRSA 985	9-23-83
94-460	Maine Health Care Finance Commission	PL 1983 Ch 579	22 MRSA 383	9-23-83
94-469	Professional Advisory Committee	PL 1983 Ch 579	22 MRSA 396P	9-23-83
90-470	Hospital Advisory Committee	PL 1983 Ch 579	22 MKSA 396P	9-23-83
90-471	Payor Advisory Committee	PL 1983 Ch 579	22 MRSA 396P	9-23-83
94-464	Regional Agriculture Committee	Res 1983 Ch 46		9-23-83

Department of Inland Fisheries and Wildlife (Umbr 09) reorganization (Public Law 807, 1983) abolished the following units, effective July 25, 1984:

Unit	*Name*	*Citation*
141	Division of Recreational Safety and Registration	
137A	Administrative Services Division	
137E	Land Acquisition and Development Division	
137F	Division of Fisheries and Hatcheries	
137I	Public Information Division	
137P	Program Development and Coordination Division	
137S	Warden Service Division	
137W	Division of Wildlife Management & Visitors Ctr.	
and added:		
167	Bureau of Administrative Services	12 MRSA 7012
189	Bureau of Resource Management	12 MRSA 7013
218	Bureau of Warden Service	12 MRSA 7014
235	Division of Planning	12 MRSA 7015
236	Division of Public Information and Education	12 MRSA 7016

INACTIVE UNITS

Um-Unit	*Name*	*Citation*
01-020	Maine Agricultural Bargaining Board	13 MRSA, 1956
10-161	Governor's Committee on Children and Youth	P & S 1975, Ch. 90
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	29 MRSA, 2246
05-092	Maine Education Council	20A MRSA, 651
94-319	Board of Emergency Municipal Finance	30 MRSA, 5301
07-102T	Governor's Advisory Committee on World Trade	Exec. Order FY 80
92-418	Ground Water Protection Commission	P & S 1979, Ch. 43
05-079	Indian Scholarship Committee	20 MRSA, 2210
07-102B	Governmental Metric Policies Committee	Exec. Order 1, FY 77
99-431	(Board of Directors) Maine Municipal and Rural Electrification Cooperative Agency	35 MRSA, 4101
94-404	Mining Exercise Tax Trust Fund Board of Trustees	5 MRSA, 453
98-394	New England Interstate Planning Commission	10 MRSA, 304
92-406	Advisory Committee on Maine Public Broadcasting	20 MRSA, 801
02-036	State Running Horse Racing Commission	8 MRSA, 321
92-301	Advisory Committee on State Telecommunications	5 MRSA, 350
94-048	Maine Vocational Development Commission	26 MRSA, 1261

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

Um-Unit	*Name*	*Citation*
14-191A	Administrative Services Division (MH&MR)	34 MRSA, 1
12-181	State Apprenticeship and Training Council (Labor)	26 MRSA, 1002
94-459	Division of Maine Business Development and Finance (FAME)	10 MRSA, 1002
12-168	Office of the Commissioner (Labor)	26 MRSA, 1401
04-115	Maine Conservation Corps	12 MRSA, 5151
07-102V	Maine Consumer Coordinating Council	Exec. Order 4, FY 81
92-139	Criminal Law Advisory Commission	17A MRSA, 1351
05-071D	Office of Deputy Commissioner (Education)	20A MRSA, 202
10-163	Emergency Medical Services Avisory Board	32 MRSA, 88
10-339	Environmental Health Advisory Committee	22 MRSA, 1693
05-089H	Bureau of Historic Preservation (See Maine Historic Preservation Commission)	27 MRSA, 505
90-470	Hospital Advisory Committee (MHCFC)	22 MRSA, 396P
10-158	Interdepartmental Coordinating Committee (OADAP)	22 MRSA, 1366
10-144L	Office of Legal Services (Human Services)	22 MRSA, 2
10-144M	Office of Management and Budget (Human Services)	22 MRSA, 1
94-468	Natural Resource Financing and Marketing Board	10 MRSA, 985
94-458	Division of Natural Resources Financing and Marketing (FAME)	10 MRSA, 984
90-471	Payor Advisory Committee (MHCFC)	22 MRSA, 396P
90-469	Professional Advisory Committee (MHCFC)	22 MRSA, 396P
14-191S	Program Services Division (MH&MR)	34 MRSA, 1
10-474	Advisory Committee on Radiation	22 MRSA, 675
04-056R	Division of Real Property Management (Conservation)	
04-065	Maine Trails System Advisory Committee	12 MRSA, 602
Legislative Units:		
30-261P	Office of the President of the Senate	3 MRSA, 2
30-261S	Office of the Secretary of the Senate	3 MRSA, 22
Um-Unit	*Name*	*Citation*
30-262S	Office of the Speaker of the House	3 MRSA, 2
30-262L	Office of the Clerk of the House	3 MRSA, 42
30-267I	Legislative Information Office	3 MRSA, 164
30-263A	Commission on the Availability, Quality and Delivery of Service Provided to Children with Special Needs	P&S 1983, Ch. 47
30-263E	Commission to Study Child Custody	PL 1983, Ch 564
30-263H	Citizens' Civil Emergency Commission	37A, MRSA, 56A
30-316	State Compensation Commission	3 MRSA, 2A

30-263B	Joint Select Committee on Interagency Information Processing	R 1983, Ch. 41
30-263D	Commission on Local Land Use Violations	PL 1983, Ch. 458
30-263G	Committee to Study the Equity of the Minimum Provisions of the Local Road Assistance Program	PL 1983, Ch. 94
30-263F	Maine Sentencing Guidelines Commission	P&S 1983, Ch. 53
30-263C	Unemployment Compensation Fund Study Commission	P&S 1983, Ch. 46

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3626
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285-286
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Prudential Insurance Company of America for major medical coverage for the policy year ending April 30, 1985.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,187		30,187			
Health Benefits	1,441		1,441			
Retirement	5,475		5,475			
Other Fringe Benefits	377		377			
Other Contractual Service	33,854		33,854			
Commodities	734		734			
Transfers to Other Funds	4,194		4,194			
TOTAL EXPENDITURES	76,262		76,262			

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, ACTING CHAIRPERSON
ROMAINE M. TURYN, Staff Director

Toll Free 1-800-452-1912
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records of the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, PL. 1981, Chapter 703, by making it an independent advisory committee located outside the Department of Human Services.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 193,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant ($36,000 FY 83) from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 23 volunteer ombudsman aides and may empower up to 25 volunteer ombudsman aides statewide.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 501 complaints and participated in several major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsor a two-day Blaine House Conference on Aging in Augusta which is attended by 400 elderly delegates. As a result of this conference, resolutions were passed dealing with recommendations for legislative and administrative changes to benefit older people.

The following major pieces of legislation were enacted as a result of Committee proposals:

increased funding, at a $4 million level, in the Part II budget for the Home Based Care Program; L.D. 15 *An Act to Eliminate the Requirement that Persons over 75 Years of Age Take Periodic Driving Tests;* L.D. 1546 *An Act to Authorize Court Appointed Receivers;* L.D. 456 *An Act to Provide Funds to an Elderly Legal Services Program;* L.D. 1391 *An Act to Require Hospitals to Provide Itemized Bills Upon Request;* L.D. 1542 *An Act to Require Physicians, Chiropractors and Podiatrists to Post Their Policy Regarding their Acceptance of Medicare Assignment.*

Proposals passed by the Second Session include L.D. 2314 An Act to Repeal the Law Requiring Adult Children to Care For Parents According to Ability, L.D. 2388 An Act to Assure Appropriate Placement and Service Provision to State Assisted Residents of Boarding and Adult Foster Homes, L.D. 2097 An Act to Ensure Universal Telephone Service for Maine People, L.D. 2228 An Act to Protect Tenants From Lack of Heat.

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

The Committee also formed an Ad Hoc Committee on Health Care Costs which has met monthly since September, 1981. This Committee studied and supported the Hospital Cost Containment Bill enacted by the 111th Legislature.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Area Agencies on Aging to determine the interests and priorities for the 1984 Blaine House Conference on Aging and the 112th Legislature. The 1984 Blaine House Conference on Aging was held on September 19 and 20 in Augusta and was attended by approximately 400 elderly from throughout the State. There were seven workshops held dealing with such issues as Medicare Supplement Insurance, employment opportunities for older workers, housing and home care, right to medical treatment/right to refuse medical treatment, and the effect of the new medicare prospective reimbursement on quality of care.

LICENSES, PERMITS, ETC.

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)
A Consumer's Guide to Maine Nursing Homes (free)
Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)
1980 Blaine House Conference on Aging: A Report of Proceedings and Recommendations
Maine Elderly Opinions: Responses to a Questionnaire, February, 1982
Maine Elderly Abuse Survey, April, 1981
Proceedings from Health Care Cost Public Hearings, April, 1982
1982 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

FINANCES, FISCAL YEAR 1984: The expenditures of this unit, amounted to $132,980 in FY 84.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

STEWART N. SMITH, COMMISSIONER
DANIEL HARLAN, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1852 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1
Average Count—All Positions: 244 *Legislative Count:* 108.5

Organizational Units:

- Administrative Services Divisions
- Bureau of Agricultural Marketing
    - Division of Market Development
    - Division of Quality Assurance
    - Maine Potato Commission
    - Maine Dairy and Nutrition Council
    - Maine Dairy Promotion Board
    - Maine Potato Marketing Committee
    - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
    - Division of Poultry and Livestock
    - Division of Plant Industry
        - (Office of) State Horticulturist
    - Seed Potato Board
    - State Board of Veterinary Medicine
- Bureau of Agricultural and Rural Resources
    - Division of Resource Development
    - Board of Pesticides Control
    - State Harness Racing Commission
    - State Soil and Water Conservation Commission
- Bureau of Public Services
    - Division of Regulation
        - (Office of) Sealer of Weights and Measures
    - Division of Animal Welfare
    - Maine Milk Commission
- Office of Public Information

PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

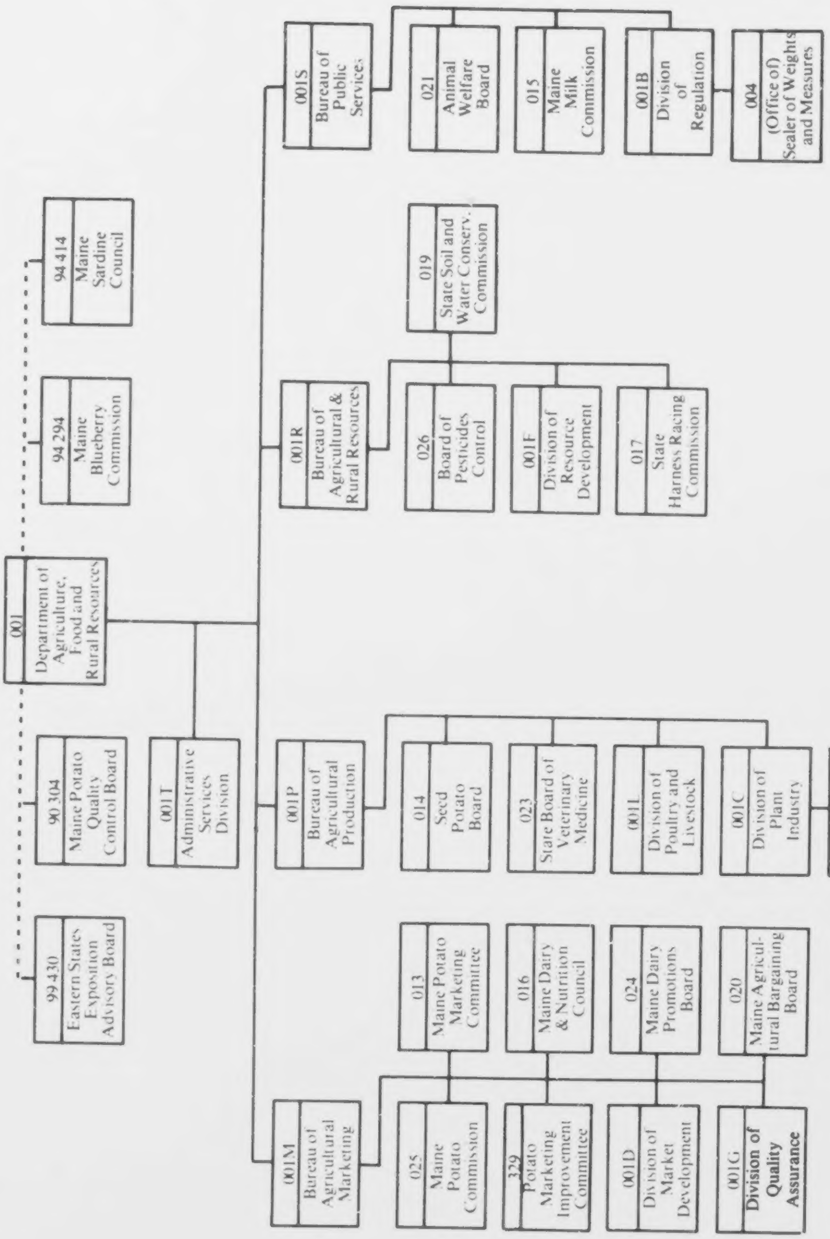
The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective July 1980, changed the department's name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01


99.430 Eastern States Exposition Advisory Board
90.304 Maine Potato Quality Control Board
001 Department of Agriculture, Food and Rural Resources
94.294 Maine Blueberry Commission
94.414 Maine Sardine Council
001T Administrative Services Division
001M Bureau of Agricultural Marketing
025 Maine Potato Commission
013 Maine Potato Marketing Committee
329 Potato Marketing Improvement Committee
016 Maine Dairy & Nutrition Council
001D Division of Market Development
024 Maine Dairy Promotions Board
001G Division of Quality Assurance
020 Maine Agricultural Bargaining Board
001P Bureau of Agricultural Production
014 Seed Potato Board
023 State Board of Veterinary Medicine
001L Division of Poultry and Livestock
001C Division of Plant Industry
010 (Office of) State Horticulturist
001R Bureau of Agricultural & Rural Resources
026 Board of Pesticides Control
001F Division of Resource Development
017 State Harness Racing Commission
019 State Soil and Water Conserv. Commission
001S Bureau of Public Services
021 Animal Welfare Board
015 Maine Milk Commission
001B Division of Regulation
004 (Office of) Sealer of Weights and Measures

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,804,197	1,961,320	1,253,468		341,758	247,651
Health Benefits	191,606	94,985	65,730		17,949	12,942
Retirement	578,245	298,867	190,587		50,814	37,977
Other Fringe Benefits	21,604	11,583	7,407		1,613	1,001
Computer Services—State	10,105	3,206	7,863		—964	
Other Contractual Service	1,967,259	993,855	723,354		62,318	187,732
Rents	73,815	34,589	28,141			11,085
Commodities	426,258	96,431	103,508		2,171	224,148
Grants—Subsidies—Pensions	1,792,915	225,433	1,476,375		69,000	22,107
Equipment	74,326	48,438	22,120		3,768	
Transfers to Other Funds	2,392,887	233,615	124,273		17,974	2,017,025
TOTAL EXPENDITURES	11,333,217	4,002,322	4,002,826		566,401	2,761,668

PROGRAM: The 109th Legislature, acknowledging the significance and potential of Maine agriculture, created the blueprint for its further development by enacting the Agricultural Development Act of 1980. That measure changed the role of the department from an agency which was primarily regulatory to one focused on advocacy and development. Specific activities of the department during FY83 are discussed in the following reports of its organizational units.

LICENSES, PERMITS, ETC.:
License:
- Fairs & Agricultural Exhibitions.

PUBLICATIONS:
- Laws relating to Maine fairs, includes
  - Stipend
  - Licensing of Exhibitions
  - Sales
  - Entry Fees
  - Pulling Events
  - Pari-Mutuel Pools
- Maine Agricultural Statistics
- Programs of the Maine Department of Agriculture, Food & Rural Resources
- List of Free Publications of Department
- Maine-ly Agriculture (weekly)—$5 annual subscription.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $314,157 in FY 84 and are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

PROGRAM: The Division is organized into two distinct units—Finance and Personnel. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It is the administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, and advises staff at all levels on personnel rules and regulations.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	328,363	326,333	2,030			
Health Benefits	12,432	12,432				
Retirement	48,291	47,992	299			
Other Fringe Benefits	1,558	1,558				
Computer Services—State	1,869	1,869				
Other Contractual Service	105,013	84,398	20,615			
Rents	179	179				
Commodities	30,211	27,122	3,089			
Grants—Subsidies—Pensions	363,647	17,540	346,107			
Transfers to Other Funds	2,001,178		1,178			2,000,000
TOTAL EXPENDITURES	2,892,741	519,423	373,318			2,000,000

ANIMAL WELFARE BOARD

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001A; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 21 *Legislative Count:* 4

PURPOSE: Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

The Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial position and one (1) district humane agent position.

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

PROGRAM: During FY 84, the Division's staff investigated more than 1,300 complaints of cruelty to animals or other related violations. About 30 violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes. In addition, the Division licensed 36 pet shops, 107 boarding kennels and issued Department Approval for 68 animal shelters.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare was charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

As a result of the Agricultural Development Act of 1980, programs of the Division of Animal Welfare include those functions and programs necessary to properly administer the dog licensing statutes plus the licensing and inspection of pet shops and boarding kennels.

Until the repeal of the Animal Welfare Advisory Board, the Division staff participated in its meetings and provided it with clerical assistance, functions which were then transferred to the new Animal Welfare Board.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)

PUBLICATIONS:

Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,885		26,885			
Health Benefits	2,089		2,089			
Retirement	4,140		4,140			
Other Fringe Benefits	139		139			
Other Contractual Service	120,112		120,112			
Commodities	12,550		12,550			
Grants—Subsidies—Pensions	891		891			
Equipment	1,132		1,132			
Transfers to Other Funds	6,679		6,679			
TOTAL EXPENDITURES	174,617		174,617			

(ANIMAL WELFARE) ADVISORY BOARD

NATALIE LIBBY, CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: January 1, 1974 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1216

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise and consult with the Commissioner of Agriculture, Food and Rural Resources on matters pertaining to the humane treatment of animals.

ORGANIZATION: The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years. Three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties. By P.L. 1983, c. 308, the Advisory Board was repealed as a part of legislation creating the Animal Welfare Board.

PROGRAM: The Board met in alternate months to review the progress of the Division of Animal Welfare. The Board also reviewed legislation having to do with animals and animal welfare, and, from time to time, recommended legislation to benefit the overall care and treatment of animals.

FINANCES, FISCAL YEAR 1984: This unit was not authorized to receive or expend funds.

MAINE DAIRY AND NUTRITION COUNCIL

KATHERINE FOWLER, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 Jun 84. On 1 Jun 85, the assessment becomes 2 cents per hundredweight of milk, regardless of market. The dairymen will have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council will be funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated five years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education.

It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It's designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	52,043		52,043			
Health Benefits	1,734		1,734			
Retirement	7,668		7,668			
Other Fringe Benefits	245		245			
Other Contractual Service	18,133		18,133			
Rents	1,500		1,500			
Commodities	39,681		39,681			
Grants—Subsidies—Pensions	10,671		10,671			
Transfers to Other Funds	9,002		9,002			
TOTAL EXPENDITURES	140,677		140,677			

MAINE DAIRY PROMOTION BOARD

TIMOTHY CARTER, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503.
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I Price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

The Maine Supreme Court has ruled that a binding referendum is unconstitutional. The 111th Legislature enacted a law without the referendum restoring the promotion assessment to .8 of 1% of the average Class I milk price as of 1 Jun 85. For the year starting 1 Jun 84, the assessment will be .6 of 1% of Class I price for the average of the previous calendar year in Maine. The law also provides for Board appointments along marketing lines and limits on length of service.

The law provides for a single assessment for Promotion, with a payment to be made to the Maine Dairy and Nutrition Council. The single assessment will be paid out of the Milk Pool, and not be two separate payments to the state Treasurer.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Special Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	49,032		49,032			
Health Benefits	2,771		2,771			
Retirement	7,350		7,350			
Other Fringe Benefits	230		230			
Other Contractual Service	79,035		79,035			
Rents	1,500		1,500			
Commodities	7,197		7,197			
Grants—Subsidies—Pensions	201,254		201,254			
Transfers to Other Funds	11,422		11,422			
TOTAL EXPENDITURES	359,791		359,791			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261
Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of five members appointed by the

Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $275,000.00 annually.

LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	145,063	145,063				
Health Benefits	5,857	5,857				
Retirement	22,880	22,880				
Other Fringe Benefits	628	628				
Other Contractual Service	108,977	93,977	15,000			
Commodities	4,153	4,049	104			
Grants—Subsidies—Pensions	661,780		661,780			
Transfers to Other Funds	689		689			
TOTAL EXPENDITURES	950,502	272,929	677,573			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC:

- License:
    - Nurseryman
    - Strawberry Plant Growers
    - Beekeepers
- Certificate:
    - Phytosanitary
- Permit:
    - Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $98,073 in FY 84 and are, by administrative decision, included with those of the Division of Plant Industry.

DIVISION OF MARKET DEVELOPMENT
JOHN K. JONES, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 10 *Legislative Count:* 9.5

PURPOSE: The purpose of the Division of Market Development is to develop and expand markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests state wide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division of Market Development was established in 1981. It encompasses the former Division of Promotions in addition to new developmental responsibilities set out in the Agricultural Development Act of 1980. The division reports to the Bureau of Agricultural Marketing.

PROGRAM:

Direct marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together.

The **informational services** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **promotion** of Maine agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. This campaign also makes use of special events to increase public awareness of Maine products. Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long standing function of the Department. The Division of Market Development coordinates the Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

LICENSES, PERMITS, ETC:
The Division of Market Development licenses use of the "Maine Produces" symbol to identify fresh or processed agricultural products in the State of Maine.

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
Farming in Maine
Maine Agricultural Products Buyers Guide
Motion Pictures from Maine
Promotional fliers on various agricultural commodities.
Above publications are free.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $297,289 in FY 84 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

DONALD W. WESTFALL, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Marketing was created by the Agricultural Development Act of 1980 to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Grading Services, Potato Marketing Committee, Maine Potato Commission, Agricultural Bargaining Board, Dairy & Nutrition Council and Dairy Promotion Board.

PROGRAM: Primary responsibility for implementing most programs of the Bureau resides in a particular division. Some interdivision activities are coordinated by the Bureau Director, but the following programs are the specific responsibility of the Director:

Apple Market Order: Under the terms of the market order, orchardists who sell over 3,000 first sale units (40 lb. bushels) are obligated to contribute five cents per unit to a fund administered jointly by the Department and a grower committee. Money collected from this assessment will be used to promote Maine apples in-state and in major markets in the eastern U.S.

Broccoli Market Order: Aroostook County broccoli growers voted to approve a market order in a referendum held in July, 1984. Provisions of the order include quality standards, shipping specifications and a promotion assessment.

Export Promotion: The Bureau sponsored participation in the second U.S. International Food Show in April, 1984. Maine firms representing the sardine industry, potato and poultry processors, blueberry and apple growers and specialty food producers were present for the four-day event. Through the Division of Market Development, the Bureau assumed some registration costs for Maine-based exhibitors, constructed exhibits and provided important support services.

Potato Price Stabilization Program: This controversial program was initiated in the wake of the poor marketing year of 1983-84. In the fall of 1983, procedures for licensing first handlers were proposed and adopted as rules. Attention next focused on selecting an advisory committee (see Maine Marketing Advisory Board) and on hiring a director. With advice from the Board rules for operation of the program were proposed. Recommended minimum prices were first published in April, 1984.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Special Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,062,425	349,054	468,941		244,430	
Health Benefits	57,982	18,601	26,258		13,123	
Retirement	162,032	54,644	71,650		35,738	
Other Fringe Benefits	6,093	2,007	3,037		1,049	
Other Contractual Service	456,786	357,114	80,855		18,817	
Rents	21,800	16,765	5,035			
Commodities	26,056	23,436	1,581		1,039	
Grants—Subsidies—Pensions	124,487	25,420	30,967		69,000	
Equipment	42,695	30,438	12,257			
Transfers to Other Funds	37,974		25,491		12,483	
TOTAL EXPENDITURES	1,999,612	878,761	725,172		395,679	

MAINE MILK COMMISSION

RICKY L. BRUNETTE, CHAIR
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with statute as interpreted by the State Supreme court in two decisions the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies have also included cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort between the Commission, the Department of Agricultural and Resource Economics at the University of Maine at Orono, the Maine Milk Dealer's Association, Inc., and with contractual support from a national dairy consultant firm.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Additional funds have been made available to the Commission by passage of emergency legislation in 1981, (Public Law 1981, Chapter 481) re-establishing minimum prices. The fees were increased from 3¢ per hundredweight to 5¢ per hundredweight, following the two week de-controlled period in May, 1981. This 2¢ increase enabled the Commission to defray the added expenses inherent with carrying out the provisions of the 1975 law as interpreted by the courts. The assessment is equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in Maine markets.

The Commission will maintain the dealer requirement for continuing the uniform system of accounts for reporting which allows it to analyze industry costs.

The Commission's Order #82-2, effective January 10, 1982, is the document that establishes dealer margins and sets the minimum wholesale and retail prices based on the lowest achievable costs. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order #1. During 1983, the Commission conducted studies, gathered data and held extensive informational meetings for the purpose of preparing a new price order, which it expects to propose and take to formal rulemaking proceedings in mid-1984.

The Commission faced a public referendum in November of 1982 which, if successful, would have limited the Commission's minimum price setting to only the producer level rather than at wholesale and retail as well. The Maine public voted to defeat this referendum.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool by which it intended to "smooth out differences in milk prices" (7 M.R.S.A. §3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors have appealed the Superior Court's decision to the Maine Supreme Court.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #82-2. Effective January 10, 1982 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (mimeographed—free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,303		85,303			
Health Benefits	4,231		4,231			
Retirement	13,009		13,009			
Other Fringe Benefits	388		388			
Other Contractual Service	75,944		75,944			
Computer Services—State	303		303			
Commodities	1,715		1,715			
TOTAL EXPENDITURES	180,893		180,893			

BOARD OF PESTICIDES CONTROL

WILLIAM GINN, CHAIRMAN
ROBERT L. DENNY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601 et seq and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-Q

Average Count—All Positions: 8 *Legislative Count:* 1.5

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary. Federal Environmental Protection Agency grants now provide 50% funding for the Certification Coordinator and 80% funding for three pesticides inspectors.

PROGRAM:

Licensing. The Board certifies and licenses applicators and dealers of restricted-use pesticides to assure that those pesticides which are most likely to cause adverse effects to the environment or applicator are handled properly. In 1983, there were 702 commercial applicators and 102 dealers holding annual licenses and more than 2,900 private applicators holding licenses issued for a three-year period.

Monitoring and Enforcement. Board staff monitors the use and environmental impact of pesticides and investigates pesticide misuse complaints. This includes inspection of application equipment, storage and disposal areas; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Information and Education. The Board publishes and disseminates information to inform the public of the potential for injury resulting from improper application or handling of pesticides; the methods and precautions designed to prevent this injury; and the availability of alternative control techniques.

Registration Pesticide products must be registered annually for distribution in Maine. In 1983, the Board registered 3,646 products and the accompanying fees support not only many of the Board's activities but also funded medical research on pesticide applicators to measure their exposure levels.

LICENSES, PERMITS, ETC.:

License:
  Commercial Pesticide Applicators
  Pesticide Dealers
  Private Pesticide Applicators
Permit:
  Limited-Use Pesticide
  Critcal Area Pesticide Use

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free
Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,461	28,349	101,180		49,932	
Health Benefits	6,666	874	3,594		2,198	
Retirement	27,090	4,471	14,823		7,796	
Other Fringe Benefits	1,083	191	581		311	
Computer Services—State	6,596		7,560		—964	
Other Contractual Service	157,477	34,014	74,806		48,657	
Rents	10,887	220	10,667			
Commodities	10,835	2,372	7,339		1,124	
Grants—Subsidies—Pensions	3,000		3,000			
Equipment	26,381	17,500	5,113		3,768	
Transfers to Other Funds	9,830		6,530		3,300	
TOTAL EXPENDITURES	439,306	87,991	235,193		116,122	

DIVISION OF PLANT INDUSTRY

JOSEPH L. HARRINGTON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 37.5 *Legislative Count:* 5.5

Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner.

PROGRAM: A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary. Nursery and greenhouse inspections are their major responsibilities. The Apple Tree Pool, formerly administered by the Division, was abolished this year.

A full-time State Apiarist was hired this year to carry out the Division's responsibilities for bee inspections and licensing of beekeepers.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1980 this division continued a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Sixty acres of Aroostook Winter Rye, a new winter resistant variety adapted to Maine, was entered for certification in 1980.

In 1981 an Entomologist III was added to this department with the assignment of working on Intergrated Pest Management. Present work is on more efficient use of pesticides that results in less total pesticides used overall.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Strawberry Plant Growers
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Certified Seed
- Permit:
  - Maine (intra- and interstate) Plants

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- List of Licensed Small Fruit Plant Growers—annual (free)
- The Maine Leaf—monthly (free)
- Floral Emblem of Maine (free)
- The Plant Kingdom (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $552,048 in FY 84 and are, by administrative decision, included with those of Bureau of Agricultural Production.

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: In FY 82 the nuclear seed program was initiated, utilizing the greenhouse and laboratory constructed and equipped during FY 82. Stem-cuttings and leaf-bud cuttings produced enough propagative material to plant 12 acres of plots in the spring of 1983. Propagative material produced in the greenhouse is pathogen-tested by the most sensitive serological tests available. The production from the current nuclear and seed plots will plant 60-70% of the 1984 crop at Porter Farm. It is anticipated that 100% of the 1985 crop will be derived from the nuclear seed program.

A 2400 sq. ft. addition was constructed at the potato storage at Porter Farm to facilitiate handling of the crop during sorting and packing. Temperature monitoring and humidification equipment, combined with the extra space for storing sorted potatoes, has allowed for improved quality of the crop sold to seed potato growers.

The Florida Farm is located in an area with a high rate of crime and has been subject to theft. To thwart additional losses an electronic security system was installed in 1983 in both the packing shed and residence.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	263,642	15,991				247,651
Health Benefits	13,284	342				12,942
Retirement	40,425	2,448				37,977
Other Fringe Benefits	1,078	77				1,001
Other Contractual Service	187,732					187,732
Rents	11,085					11,085
Commodities	224,148					224,148
Grants—Subsidies—Pensions	22,107					22,107
Transfers to Other Funds	175,640	158,615				17,025
TOTAL EXPENDITURES	939,141	177,473				761,668

MAINE POTATO COMMISSION

ROLAND DORMAN, JR., CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: 744 Main St., Presque Isle *Telephone:* 769-5061
Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769
Established: August 20, 1955 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research for better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice-chairman from its members, and appoints an Executive Director to administer programs and policies established by the Commission.

PROGRAM: During the fiscal year 1983-84 the Maine Potato Commission adjusted its budget and activities downward significantly in line with a major reduction in potato acreage and potato production. A shortfall in the anticipated potato tax during 1982-83 resulted in carry-over indebtedness for grants to the University of Maine for a number of applied research projects. The Commission plan of work for the 1983-84 period was realigned in both grants to organizations and in promotion programs to overcome previous year tax shortfall expenditure commitments and to the conduct of a modest promotional effort in the marketing area.

Utilizing the similar merchandising logo, "A Little Bit of Maine in Every Bite", the Maine Potato Commission participated in strong activities of merchandising and trade show participation while limiting consumer advertising to the appearance at consumer trade events. Trade media purchase was directed at produce and utilization periodicals that reached the first decision maker in placing Maine potatoes and potato products in the consuming marketplace.

The Potato Commission utilized industry trade dinners, appearance at trade shows, and appearances by the Brittany Baker potato spokesperson to carry the message of Maine potatoes to the Northeast market area. A part-time merchandiser was effectively used to cover Southern and Western market areas on the fringe of Maine's traditional market to complement the merchandising team used in the greater New York metropolitan market area.

Promotional Events: During the 1983-84 fiscal year the Maine Potato Commission exhibited at the Eastern States Exposition in West Springfield, Mass.; the Produce Marketing Association annual trade show held in New Orleans, La.; the Pennsylvania Farm Show held in Harrisburg, Pa.; the Maine Agricultural Trades Show conducted at Augusta; the United Fresh Fruit and Vegetable Association annual meeting conducted at Dallas, Texas; the Northern Maine Agricultural Trades Show held in Presque Isle; the Hannaford Brothers 100th anniversary trade celebration held in Portland; the International Food Show held in New York City; and the Salute to Maine Show held in Bangor in conjunction with the Bangor Shopping Mall. In addition, the Commission participated in several trade events organized by food wholesalers in the New England market area where booth participation and appearances by the Brittany Baker personality were provided to help tell the Maine potato story.

AGRICULTURE, FOOD AND RURAL RESOURCES

In cooperation with the National Potato Promotion Board and the Maine Potato Export Promotion Board, the Maine Potato Commission helped host an international seed potato marketing seminar at Orlando, Florida in conjunction with the annual meeting of the National Potato Council. The seminar featured visits to the Maine foundation seed plots in Homestead, Fla. and 13 Caribbean Rim and South American countries provided delegates for the event. Participation in the event led to the successful first time sale of Maine certified seed potatoes to Jamaica and expanded business in Puerto Rico. Cooperative promotions with the Maine Seed Potato Export Board involved the testing of Maine certified seed in five South American countries, regular use of a Telex facility at Commission offices to generate responses to seed potato export inquiry, hosting of several international visitors to the Maine potato growing area, and the hosting of the 68th annual meeting of the Potato Association of America at the University of Maine in Presque Isle facilities July 15 to 19, 1984.

Advertising. The advertising program for the Maine potato industry during 1983-84 was conducted through the auspices of Jackson Advertising Corp. of Portland, Me. New point-of-purchase trade promotional kits, featuring four-color photos of Maine potato products with current nutritional information were prepared and distributed to 8500 retail chain and cooperative grocery stores throughout the Eastern United States. 150,000 recipe leaflets were distributed to consumers through trade events and through mail requests throughout the market area serviced by the Maine potato. The Brittany Baker trade personality appeared on three cable network television shows in the Southern New England area and made market development trips to the Boston marketplace, the Pennsylvania market area and to the greater New York market. Television and food editor interviews by Brittany Baker resulted in an estimated 3.5 million consumer impressions for Maine potatoes and potato products. Media advertising was purchased in The Packer newspaper, The Produce News, the Fresh Fruit and Vegetable Reporter, the Potato Chip/Snack Food Association monthly magazine and Restaurant and Hospitality magazine.

Two issues of the Maine Potato Commission Hotline were prepared during the market season and mailed to a receiver list of 850 firms and individuals throughout the Eastern U.S. who receive and utilize Maine potatoes and potato products.

A food editor mailing list of 125 major daily and weekly newspapers throughout the Eastern United States was revised and two mailings were made to that list with glossy photos and recipe stories prepared under the penline of our trade personality, Brittany Baker

Merchandising. The Potato Commission merchandising program featured retail and wholesale chain visits by our merchandising personnel from Southern Maine to Miami, Florida, utilizing two part-time merchandising staff and the Executive Director. Over 1,000 merchandising market visits were made during the market season. Merchandisers stressed the Maine Quality Bag promotion program and distributed point-of-sale kits that featured the Maine Quality Bag grades. Promotional assistance monies totalling $1900 were directed toward chains and cooperative grocery firms to assist them in developing promotional flyers featuring Maine potatoes.

Market Education Programs: The Market Education Committee sponsored a very successful Maine Chip Potato Development Seminar in Bangor and cooperated with anti-potato bruising programs, potato storage educational tours and field days at area farms with staff of the Cooperative Extension Service. The Commission also participated in a potato marketing retreat seminar developed jointly with the Farm Credit Service.

Research Programs. During the fiscal year 1983-84, the Maine potato industry tax supported $92,000 of research activities conducted through the Maine Agricultural Experiment Station and the regional USDA research facilities. The grant monies included cooperative financing of a new research storage at Aroostook Farm, conduct of an on-going potato breeding program and applied research studies including biological control of Rhizoctonia, serological testing for Spindle Tuber, variety feeding studies and glycoalkaloid natural repellent applications for the control of Colorado Potato Beetle, identification of the scope of Silver Scurf disease spread and development on white potatoes in storage and several indirect programs conducted in the Department of Food Science.

Through the work of the Potato Commission Research Committee, nearly $60,000 of additional Federal grant monies was secured for assistance to the Maine potato breeding program, which resulted in the construction of additional greenhouse facilities at Aroostook Farm, leading to doubling the number of seedlings being evaluated in the breeding project. In addition, industry development grant monies in excess of $8,000 were invested in attracting the Simplot processing company to Maine to fill the plant vacated by Potato Service in Presque

Isle, and grants to the Maine Potato Blossom Festival, the Cooperative Extension Service, and to the Potato Association of America for hosting its annual meeting in Presque Isle in July, 1984 were made from Maine potato tax revenue.

Other Activities. Potato tax monies were also utilized during the year to support the activities of the Maine Potato Sales Association, the Agricultural Bargaining Council, and the Maine Potato Council, which receives 20% of potato industry tax funds.

The Potato Commission cooperated closely with the Maine Potato Industry Long Range Planning Committee in developing programs of implementation for redevelopment of the Maine potato industry. A special task force committee was established to study reorganization and restructuring of potato industry service programs provided the industry through organizations utilizing the Maine potato tax.

Office facilities and clerical assistance were provided to the Long Range Planning Committee, the Maine Potato Sales Association, the Maine Russet Potato Marketing Order Program, and the Maine Potato Export Board, which functions in close cooperation with the promotional programs of the Maine Potato Commission.

The Executive Director of the Maine Potato Commission has provided leadership to the Maine Potato Blossom Festival, the Northern Maine Agricultural Trade Show, the Northern Maine Fair, the Export Development Committee of the National Potato Promotion Board, and the Managers Advisory Committee of the National Potato Council.

The Maine Potato Commission maintains active membership and cooperation with promotional programs of the National Potato Council, the National Potato Promotion Board, the United Fresh Fruit and Vegetable Association, the Potato Association of America, the Produce Marketing Association, the Potato Chip/Snack Food Association, the Maine Development Foundation, the Maine Grocers Association, the Maine Plant Food Education Society, and the Maine Sports Hall of Fame.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	58,913		58,913			
Health Benefits	3,296		3,296			
Retirement	10,316		10,316			
Other Fringe Benefits	272		272			
Other Contractual Service	116,228		116,228			
Rents	3,928		3,928			
Commodities	2,147		2,147			
Grants—Subsidies—Pensions	217,635		217,635			
Equipment	294		294			
Transfers to Other Funds	33,544		33,544			
TOTAL EXPENDITURES	446,573		446,573			

MAINE POTATO MARKETING COMMITTEE
STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1953 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Maine Potato Marketing Committee was authorized in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

An amendment to the marketing order was adopted during the 1982-83 shipping season which clarified certain definitions and permitted to packaging and marketing of size "B" russets in consumer packages on an experimental basis.

FINANCES, FISCAL YEAR 1984: This unit did not receive or expend funds in FY 84.

POTATO MARKET IMPROVEMENT COMMITTEE
STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-6119
Mail Address: 744 Main Street, Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storages and central packing facilities; and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The Potato Market Improvement Committee was created in 1981. The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; one member represents the Maine Potato Council; one member represents the Maine Potato Commission; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's Advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF POULTRY AND LIVESTOCK

JOHN A. SMILEY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 12 *Legislative Count:* 10

PURPOSE: Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to suppress practices in those transactions which tend to minimize the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Productions. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

PROGRAM: The program of the Division is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine, blood or saliva from the several racetracks in the State.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

Livestock Promotion. The Division will provide technical and professional direction to promote animal husbandry in the State. A Sheep Development Specialist has been provided to coordinate the sheep industry and implement the Sheep Development Plan.

LICENSES, PERMITS, ETC.:

- License:
  - Swine Garbage Feeders
  - Livestock & Poultry Dealers
- Permit:
  - Transportation
- Certificate:
  - Health

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $400,220 in FY 84 and are, by administrative decision, included with those of Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer these programs, the Bureau is organized into two divisions: the Division of Poultry and Livestock, and the Division of Plant Industry. The Division of Poultry and Livestock has primary responsibility for the prevention of contagious diseases among domestic animals, for promotion and development of livestock production, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has three major activities; certification of seed potatoes, general horticulture, and crop development and promotion.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Special Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	717,901	366,496	304,652		46,753	
Health Benefits	36,157	15,637	17,892		2,628	
Retirement	111,138	57,935	46,014		7,189	
Other Fringe Benefits	4,214	2,011	1,951		252	
Other Contractual Service	172,438	87,525	90,167		—5,254	
Rents	14,932	9,421	5,511			
Commodities	47,117	20,805	26,312			
Grants—Subsidies—Pensions	46,947	42,292	4,655			
Equipment	3,164		3,164			
Transfers to Other Funds	99,600	75,000	22,474		2,126	
TOTAL EXPENDITURES	1,253,608	677,122	522,792		53,694	

BUREAU OF PUBLIC SERVICE

KAY R. H. EVANS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3219
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities.

ORGANIZATION: The Bureau includes the Division of Regulation (formerly Inspections), the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: The Division of Regulation includes a variety of inspection services designed to provide consumer protection in the marketplace. It inspects retail food stores, milk plants, dairy farms, farm water supplies, milk products, and agricultural products to assure they are fairly identified with respect to labeling and grade. The Division also is responsible for registering feeds, fertilizers, and agricultural seeds, assuring accuracy in labeling and for administering the Returnable Container Law. Within this Division is the Weights & Measures program which assures uniformity in commercial transactions where measurement is used to determine quantity.

The Animal Welfare Board enforces the state laws relating to humane treatment of agricultural livestock and domesticated and wild animals. The program is serviced by humane agents statewide who respond to complaints concerning inhumane treatment of animals. The Board also administers the licensing of dogs in the State.

The Maine Milk Commission establishes minimum producer, wholesale, and retail prices for milk; it is funded entirely by producer and dealer fees. The Commission, by agreement with the Commissioner of Agriculture, Food and Rural Resources, is the Administrator of the Maine Milk Pool.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	669,056	568,430	100,626			
Health Benefits	37,221	33,356	3,865			
Retirement	96,815	81,497	15,318			
Other Fringe Benefits	4,864	4,300	564			
Other Contractual Service	317,793	289,308	28,485			
Rents	5,550	5,550				
Commodities	13,897	13,286	611			
Grants—Subsidies—Pensions	8,122	7,807	315			
Equipment	660	500	160			
Transfers to Other Funds	6,066		6,066			
TOTAL EXPENDITURES	1,160,044	1,004,034	156,010			

DIVISION OF QUALITY ASSURANCE

CARL M. BROWN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1917 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A. Sect. 3

Average Count-All Positions: 78 *Legislative Count:* 10

PURPOSE: The Division of Grading Services was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; and to inspect eggs at various packing plants.

ORGANIZATION: The Division of Grading Services was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products and is now known as the Division of Grading Services.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Grading Services maintains an office in Presque Isle where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, two supervisors, and two clerks—plus 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

Poultry and Egg Grading. The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Peas and Broccoli Inspection. The Division uses three inspectors on peas and one on broccoli in Aroostook County during the processing season.

Objective Yield on Potatoes. Six people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

In addition to the above activities the Division of Grading Services has taken over the responsibility for the enforcement of the Maine Potato Licensing law, and dry bean law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities) to obtain a license.

The Division also enforces the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the State to determine if products being packaged meet certain minimum state or federal standards. Commodities covered in 1983-84 included apples, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Three violations resulted in court action during 1983-84. In each case, judgment was rendered in favor of the Department.

First Handlers Licenses—Potatoes. Under the law establishing the Maine Potato Price Stabilization Program, the Division was given responsibility for licensing first handlers of round white potatoes.

LICENSES, PERMITS, ETC.:

License:
- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Dealer's
- Dry Bean Dealer's
- Potato First Handler's

Registration:
- Controlled Atmosphere Apple Storage

PUBLICATIONS:

Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)

Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
Requirements for Use of State of Maine Blue, White and Red State Trademark
Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
Maple Regulations
Maple Standards
Maine Apple Grading Law
Maine Potato Branding Law

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $1,292,480 in FY 84 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION
CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 60 *Legislative Count:* 29
Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division answers consumer complaints on food items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Food Program. The program administers and enforces the inspection and licensing of retail food stores, home food procesing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants and bottle redemption centers. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance.

Sardine Program. This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program

LICENSES, PERMITS, ETC.:

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Fertilizer Products
  - Feed Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

PUBLICATIONS:

- Laws:
  - Feed
  - Food
  - Seed
  - Hazardous Substances Labeling
  - Milk and Frozen Dairy Products
  - Commercial Fertilizer
  - Beverage Containers (all free)
  - Mimeographed rules and regulations pertaining to many of the above laws (all free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $931,372 in FY 84 and are, by administrative decision, included with those of Bureau of Public Service.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required By:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic and social development is its human and natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the state and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

These trends are interrelated with national trends and include abandonment of farming, loss of farmland to competing uses, fiscal constraints to entrance and expansion of farming, high cost of energy, erosion of prime soil, and expensive and geographically vulnerable transportation. A broad cross section of the agricultural community, including traditional commodity farmers, organic farmers, legislators, as well as the Governor, join the Commission in a commitment to encourage farming and rural development as a strategy for achieving an adequate food supply and a healthy rural economy.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm management, small scale appropriate technology, cooperative formation, agricultural education, energy issues, regional agricultural development, and farmland preservation.

The Division is charged with developing programs and services to meet the following objectives: to identify, support, and develop those measures and programs which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to encourage entrance into farming by young people through identifying constraints and establishing measures to overcome them; to encourage the conservation and development of both conventional and alternative energy sources in agriculture by providing technical assistance, exchange of information, and funding assistance; to increase participation of the banking community in both expansion and entrance into farming by identifying and resolving constraints to farm financing; to expand public education and appreciation for the importance of agriculture, food production systems, and rural society; to improve skills of practicing farmers by instituting agricultural education K-12 and increasing the secondary and post-secondary vocational education; to encourage and participate in regional development projects with benefit to Maine.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to the regular Departmental staff numerous volunteers and students work with the Division on various projects. This special staff has included two part time positions from the Senior Community Service Project, four project positions through the Public Service Fellows Program, one "work study" intern from the University of Maine, one intern from the Environmental Intern Program/Northeast, two people from the Retired Senior Volunteer Program, and short term student volunteers and special project staff

PROGRAM:

Energy Use in Agriculture. The following projects were identified and are guided by the Energy Use in Agriculture Steering Committee:

Energy Audits — A two stage dairy farm audit was developed and six test audits, involving numerous farm visits, were completed. A computerized audit form which can be mailed to farmers for ease of response has been prepared. By the end of the year, a Maine Farms Audit Service will be available to farmers interested in energy savings.

Catalogs and Slide Shows—Two slide shows, one outlining energy use and auditing on Maine dairy farms, and the other presenting the latest innovations for producing and conserving energy on Maine farms have been presented to various organizations including community groups at the Agricultural Trade Show and staff and students at the University of Maine and are available on loan to the public.

Methane Digester Handbook— Construction of the first digester in Maine was documented. The digester functions were monitored and the findings documented with a slide show and handbook. The handbook will be available in the fall of '84 and should be particularly helpful to farmers and service people interested in building digesters. It includes an outline of the construction process, digester costs, and a resource directory.

Farm Energy Articles — A continuing series of articles concerning latest developments in cost efficiency equipment and energy saving practices was initiated. These articles were written for distribution to agricultural publications.

Perpetuation of Farming:

Farm Apprenticeship—The program was initiated in the summer of 1982. In the summer of 1983, 34 apprentices were placed on various Maine farms. Apprentices were placed on dairy farms and diversified operations during the winter program as well. The results of program evaluation were most favorable and funding for continuing was requested of the Legislature. Because of a lack of funding the program had to be curtailed this summer to 25 apprentice placements. Workshops have been held in Farm Safety and Farm Management. A Senior Citizen Service Project (SCSP) volunteer is coordinating the program development with assistance from a clerical person from SCSP.

Farm Transfer Study — A study is in progress to deterine the scope and implications of farms being annually transferred, either to other farmers or lost entirely to agriculture, as a result of farmers/owners selling their farms at retirement or for other reasons. In the spring of 1984, 61 farm agency offices e.g. Farmers Home Administration, Cooperative Extension Service, Soil Conservation Service were surveyed. Information collected included number of farms sold by size, sales class, buyer and seller type, and types of transfer mechanisms. This data is now being analyzed and a report will be completed by 1985.

Small Farm Development:

Small Farmers — The Division continues to work with numerous small farm groups, e.g. Maine Small Farm Association, Small and Part-time Farmers Advisory Committee, Maine Organic Farmers and Gardeners Association, Cooperative Extension Service, in developing small farms programs in management and technical training, organizational development, and research.

The Division has cooperated with numerous groups in organizing various training programs including a successful Small Farm Management course and farm equipment workshops. A statewide program of Small Farm Business Management courses is being planned for '84-'85.

The Division has collected data on small farming in Maine and has prepared a slide show on Small Farming in Maine. The Division also assisted small farmers in preparing Small Farms Action recommendations for the Governor's Rural Development Committee.

Governors' and Premiers' Committee on Small Scale Agriculture—The Division participates in the Governors' and Preiers' Committee on Small Scale Agriculture and has provided major staff support in developing a regional Small Farm T.V. series. A $25,000 pilot program was prepared and received the endorsement of the Governors and Premiers at their summer meeting. Funding and programming for the series are now being developed.

A regional (New England States and Eastern Canadian Provinces) conference on Appropriate Technology (AT) was held at the University of Maine at Orono in February, 1984. This Division played a major role in organizing the event. As a result of the conference, projects mutually beneficial to all jurisdictions are being explored or developed. These projects include a computerized AT information exchange service, cooperative research projects at a Machinery Institute, competition of home-designed equipment and inventions. This Division will act as staff to a Governors' advisory committee enacted by the 111th legislature to review project development. The committee will remain active in developing joint projects.

Agricultural Education in the Classroom — The Division was active in developing programs for the purpose of improving Maine students' understanding of the importance of agriculture to our society and economy. This work included preparation of an Agriculture Education Resource Directory, review of curriculum grant requests for Maine teachers, and plans for a state Agricultural Education in the Classroom task force. Division staff also functions as Maine's liaison in a national network for coordinating Ag. Ed. program development.

Waste Management — Waste management research continues and includes completion of an inventory and economic feasibility study regarding waste products (sludges, ashes, processing wastes) and naturally occurring materials (rock powders, seaweed, peat) which have known or potential uses in agriculture. The study will be completed by the winter of 1984.

Volunteerism — Volunteers and interns have made substantial contributions to this Division. The Apprenticeship Program, Energy Audit Program, Waste Management study, Agricultural Education Resource Directory, and Energy catalog have been developed in major part by volunteers or interns. We have continued to have our Senior Citizen Service Project volunteers work on entrance to farming activities and to assist us in developing the audit program. Interns from the Institute for Community Service and the Environmental Intern Program/Northeast are working with us to complete studies. Three citizens from the Retired Service Volunteer Program have also assisted us.

A number of projects that we have worked on in the past have been developed with the advice of volunteer committees. To date, we have utilized an Energy Use in Agriculture task force and steering committee, an Apprenticeship Program steering committee, and a Small Farm Business Management committee each of which functions on an ad hoc basis until the project is completed. Had we paid for this volunteer staff and advice at competitive rates, the cost to the Department would have exceeded $50,000.

PUBLICATIONS:

"Report of Energy Use in Agriculture Task Force"
"Farm Financing in Maine"
"Saving Energy in Rural Maine, or Who is Doing What on The Farm"

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $86,405 in FY 84 and are, by administrative decision, included with those of Bureau of Agriculture and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required By:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural and Rural Resources reflects a new thrust of the Department as defined in the Agricultural Development Act of 1980. Its purpose is to enhance Maine's agriculture and quality of rural life through programs to increase utilization of agricultural resources, resource conservation, farmland preservation, survival and prosperity of the family farm, entrance to farming, and agricultural education. The Bureau staff address these concerns through membership and participation in several inter-agency committees including the Governor's Rural Development Committee, the Land and Water Resources Council and the USDA Rural Development Committee. The Bureau also supports and facilitates the organization of farm interests groups, and provides these groups with services needed to more effectively function.

The Bureau includes the new Division of Resource Development, the Soil and Water Conservation Commission, the Pesticides Control Board and the Harness Racing Commission.

Most functions and projects of the Bureau are the responsibility of a particular division, though some are Bureau-level responsibilities.

The Bureau is responsible for coordinating the Department's functions in administering the Agricultural Fairs Stipend Fund.

ORGANIZATION: The Bureau has four divisions, three of which provide staff for appointed Boards and Commissions. The specific functions and programs of each are described separately in this report.

PROGRAM: The activities of the Bureau are for the most part described under its Divisions.

The following three projects were undertaken by the Bureau Director, either because the Divisions were not yet staffed or as in the case of the Stipend Fund it is a responsibility of the Bureau Director and not any of its divisions.

Coordinate the responsibilities of the Department with respect to agricultural fairs, this year. This year this office developed and adopted regulations for evaluating the quality and performance of agricultural fairs. In cooperation with the Commissioners office developed proposed legislation to preserve agricultural land. Activities included coordinating conferences and numerous speaking engagements to provide opportunity for public participation in developing the proposal. This is a continuing responsibility.

LICENSES, PERMITS, ETC.:

Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:

Peat Task Force Report
(1981) — Available in Deering Bldg., Room 326
A Proposal "Field Trial of Water Management In Aroostook County Potato Culture"
(1982) — Available free
How to Organize Agricultural Marketing Cooperatives (free)
The Relationship Between Harness Racing And Agricultural Fairs in Maine, January, 1982 (free)
Maine Agricultural Fairs 1984 — free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	96,444	95,801			643	
Health Benefits	4,737	4,737				
Retirement	15,898	15,807			91	
Other Fringe Benefits	482	481			1	
Other Contractual Service	24,215	24,117			98	
Rents	1,769	1,769				
Commodities	4,997	4,989			8	
Grants—Subsidies—Pensions	3,100	3,100				
Transfers to Other Funds	65				65	
TOTAL EXPENDITURES	151,707	150,801			906	

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Section 2401
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Regulation, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation.

PROGRAM: The Division of Regulation's section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

It is responsible for uniform standards for the measurement of wood and the verification of radar guns used by the State and local police to monitor excessive speeding.

LICENSES, PERMITS, ETC.:

Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $238,758 in FY 84 and are, by administrative decision, included with those of the Division of Regulation.

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN P. FOGLER, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation

Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission are apparent in conservation practices applied to the land of the more than 12,034 private landowners signed up as cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 83, 5,906 landowners were assisted and 2,077 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were drawn up for 105,313 acres of land raising the total State acreage covered by conservation plans to 1,797,451 acres.

The Commission and Districts reviewed and evaluated over 540 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, State Planning Office, and the Department of Inland Fisheries and Wildlife during the past year. The recommendations proposed by the Commission often were included as conditions of approval in the permits granted through these applications; for example, the present DEP policy on topsoil mining was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Suitability of Soils
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate.

The Commission employed 8 work-study students to assist Districts with the heavy summer workload.

During the past year the Commission drafted and adopted Regulations for the disbursement of Challenge Grant Funds. The Commission received 43 applications for special projects during the 83-84 Fiscal Year. The Commission awarded Challenge Grant monies to 12 Districts to fund 23 of those projects, a total of $95,774. These monies also generated over $160,000 in matching funds. Requests for applications for the 84-85 Fiscal Year will be sent to the Districts in July of 1984. Final reports of the 83-84 Special Projects will be due in the Commission office in March of 1985.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land

Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure

All above publications are free.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,803	65,803				
Health Benefits	3,149	3,149				
Retirement	11,193	11,193				
Other Fringe Benefits	330	330				
Computer Services—State	55	55				
Other Contractual Service	24,154	23,402	752			
Rents	210	210				
Commodities	372	372				
Grants—Subsidies—Pensions	129,274	129,274				
Transfers to Other Funds	163		163			
TOTAL EXPENDITURES	234,703	233,788	915			

STATE BOARD OF VETERINARY MEDICINE

DONALD COLLINS, DVM, PRESIDENT
ALLAN R. COREY, DVM, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854.
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; also to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Poultry & Livestock has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met eleven times between July 1, 1982, and June 30, 1983. The examination consists of a two day National written section and three days of State oral-practical section. Fifty-two applicants sat for the examination; of this number three failed. Of the twenty-two animal medical technicians that wrote the examination, four failed. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Medical Technicians.

LICENSES, PERMITS, ETC.:
- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,863		3,863			
Other Contractual Service	3,222		3,222			
Commodities	1,182		1,182			
Transfers to Other Funds	1,035		1,035			
TOTAL EXPENDITURES	9,302		9,302			

AFDC COORDINATING COMMITTEE

SARAH SHED, (Acting Director, Division of Welfare Employment, Department of Human Services)

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services or their designees.

PROGRAM: The three Commissioners meet periodically and their designees meet on a monthly basis to discuss and facilitate the coordination of existing resources and institutions.

FINANCES, FISCAL YEAR 1984: No funds are appropriated or expended by the AFDC Coordinating Committee.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine 04562 Telephone: 389-1141
Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562

Established: 1965 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96

Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 72 Winthrop St., P.O. Box R, Augusta, Maine 04330
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board had 11 new applications during FY 84 and 12 appeals were considered and disposed of during FY 84.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,450	2,450				
Other Contractual Service	791	791				
TOTAL EXPENDITURES	3,241	3,241				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1983 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the National Marine Fisheries Service (NMFS) particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200 mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans, that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the State-Federal Fisheries Management Program. The program is entitled "The Interstate Fisheries Management Program" and includes all ongoing state/federal projects, including Northern Shrimp, shad and river herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities expenditures. Under the Commission's ISFMP, fisheries management plans have been completed for three very important Atlantic Coast species including Striped Bass, Menhaden, and Summer Flounder. This Commission has started the implementation process of the first two of these plans—namely, the Menhaden and Striped Bass. The Fisheries Conservation Management Act clearly defines management responsibility of the councils only in the Fisheries Conservation Zone. The Department of Commerce would much prefer a cooperative arrangement with the states to carry out territorial fisheries management programs. The states also made it very clear that they wanted to work cooperatively and they did not like the threat of federal preemption. It is clear that the Compact fully intended that cooperating states should and would work collectively in developing management plans for those species of interest to two or more states and to implement such plans by reporting back to each state governor and legislature what actions are needed. The Commission has given top priority to completing the implementation details needed.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act that was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell/Johnson Sport Fish Restoration Act expansion that will provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 87-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	14,768	14,768				
TOTAL EXPENDITURES	14,768	14,768				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191
Average Count—All Positions: 120 *Legislative Count:* 71

Organizational Units:
- Administration
- District Attorneys
- Office of Chief Medical Examiner of the State of Maine

Divisions:
- Consumer & Anti-Trust
- Commercial Regulation & General Government
- Criminal
- Human Services
- Litigation
- Natural Resources
- Opinions/Counsel

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. Reporting to the Attorney General are 7 operating units containing anywhere

DEPARTMENT OF ATTORNEY GENERAL
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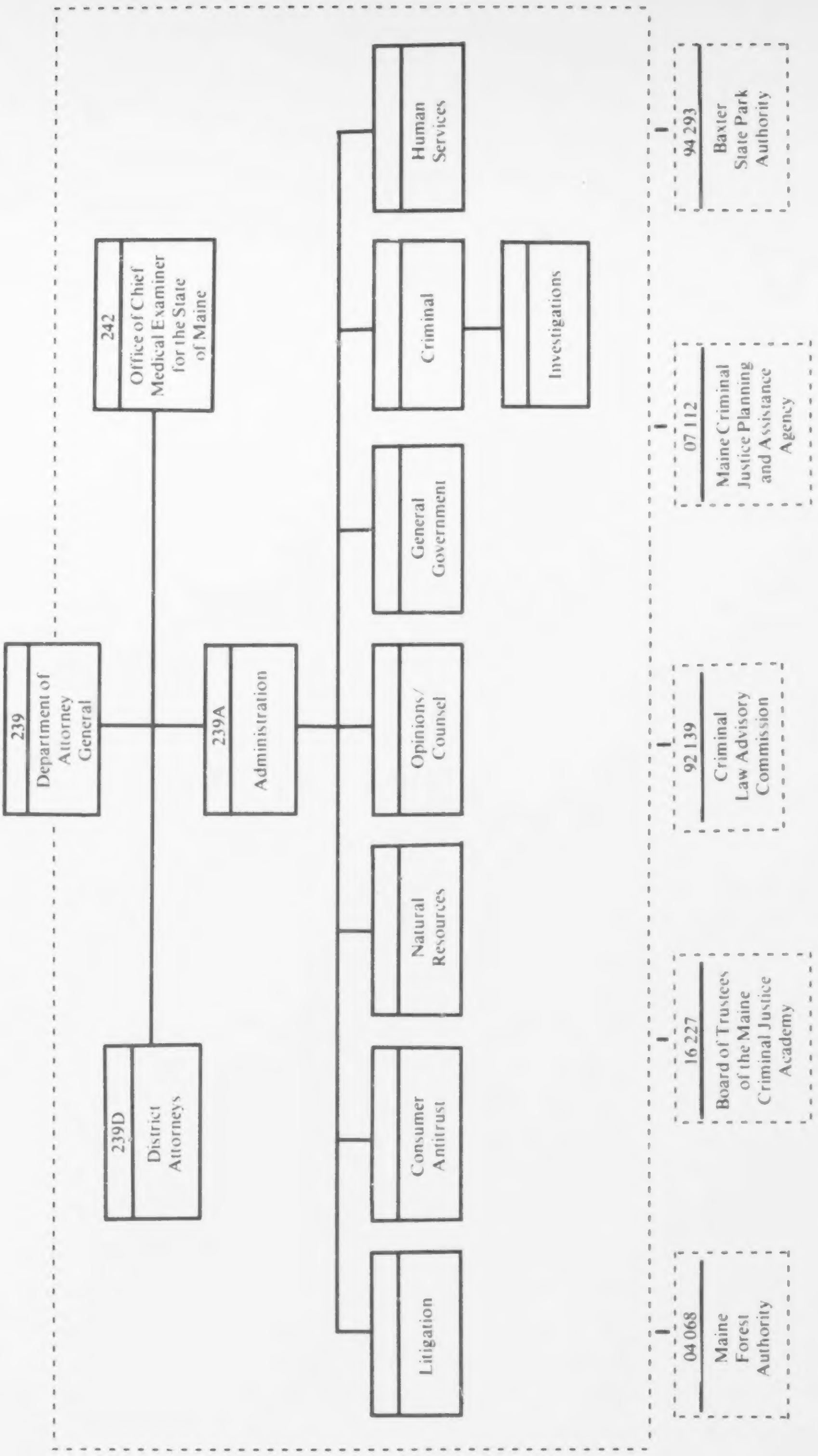

239
Department of Attorney General
242
Office of Chief Medical Examiner for the State of Maine
239D
District Attorneys
239A
Administration
Litigation
Consumer Antitrust
Natural Resources
Opinions/Counsel
General Government
Criminal
Investigations
Human Services
04 068
Maine Forest Authority
16 227
Board of Trustees of the Maine Criminal Justice Academy
92 139
Criminal Law Advisory Commission
07 112
Maine Criminal Justice Planning and Assistance Agency
94 293
Baxter State Park Authority

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,150,125	2,818,261	127,403		204,461	
Health Benefits	108,871	95,780	4,304		8,787	
Retirement	262,099	228,437	15,477		18,185	
Other Fringe Benefits	13,885	12,309	538		1,038	
Computer Services—State	1,736	1,736				
Other Contractual Service	537,176	520,543	31,304		—14,671	
Rents	44,860	42,865			1,995	
Commodities	47,538	45,523	1,445		570	
Grants—Subsidies—Pensions	164	164				
Equipment	12,985	3,735	2,031		7,219	
Transfers to Other Funds	21,257		9,752		11,505	
TOTAL EXPENDITURES	4,200,696	3,769,353	192,254		239,089	

from 6 to 13 Assistant Attorneys General each. Each Division is presided over either by an experienced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Human Services, Litigation, Opinions/Counsel, and Natural Resources.

Supporting the professional legal staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1983-1984.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of three and one half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not present any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes.

The Division staff in 1983-1984 responded to approximately 12,000 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately $250,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division is comprised of thirteen lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State, and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also, on request, of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 23 homicides which occurred during the fiscal year and continued the investigation of 48 homicides which had occurred in previous years. During the fiscal year 1983-1984, 21 homicide cases were tried, 17 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 495 cases in addition to homicides during fiscal year 1983-84. These cases involved a variety of offenses, both felonies and misdemeanors.

The Criminal Division also handled 52 extraditions during the year, 35 of which were out-of-state and 17 of which were issued from this State to return fugitives for prosecution.

The Criminal Division handled a total of 46 cases on appeal to the Maine Supreme Court. Twenty-two appeals were initiated by defendants during the year, the State initiated appeals in 3 cases and the balance were cases carried over from prior years.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1983-1984, 127 cases were initiated.

Besides handling various criminal and non-criminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies: for example, attorneys in the Division provided legal counsel to the Department of Public Safety as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies in various courts. Among actions brought in State courts were petitions for forfeiture of over 33 conveyances and other types of equipment used in violation of Maine's drug laws. Among the forfeited items used in drug smuggling was a 90-foot coastal freighter.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicaid, and Medicare programs. The Medicaid Fraud Control Unit, a sub-section of the Criminal Division, has conducted substantial investigations and developed complex prosecutions throughout the State.

The MFCU statistics for the fiscal year include: complaints received, 70; full scale criminal investigations completed, 10; indictments, 12; convictions, 12; recoveries, $73,378; fines paid to the court, $5,500; cost of investigation paid to MFCU, $6,500; civil penalties, $6,000; Medicaid overpayments identified, $396,500; patient abuse complaints investigated, 7.

During the second part of fiscal year 1983-1984, the White Collar Crime Unit of the Criminal Division worked extensively with the Enforcement Division of the Bureau of Taxation in investigating and prosecuting businesses and individuals who were in violation of the State tax laws. As part of this joint effort, the Criminal Division provided legal advice to the Bureau of Taxation on a day-to-day basis. During the second part of the fiscal year, 4 cases were prosecuted to conviction. The total taxes, penalties and interest collected on criminal cases during this period was $11,062.

In addition, members of the Criminal Division assisted by lawyers from other divisions, handled approximately 356 liquor law violations with the total fines recovered in this area surpassing $117,350.

In addition to normal caseload and activity directly related to criminal prosecution, the Division prepared and published with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also attorneys from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division is comprised of 19 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Mental Health, Mental Retardation, Corrections, Education, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 41 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of interstate banking, securities fraud, worker's compensation rate filings, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior and District Court levels. Division attorneys also prosecuted an unusually large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, optometrists, and other licensed professionals.

The Division also collected several hundreds of thousands of dollars in tax litigation, collected over one million dollars in unpaid unemployment compensation taxes, and handled the legal work for the issuance of hundreds of millions of dollars in general obligations of the State.

The Division expects that its workload will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of nineteen (19) lawyers who represent the Department of Human Services exclusively. This Department manages the various social health, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also defends tort and civil rights actions brough against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or revocation of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1984, more than 2,700 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of six experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. The Division successfully defended a suit brought against the State and the Bath Iron Works by Common Cause challenging the Portland drydock project, defended a suit brought in the United States District Court by religious schools seeking an exemption from the State's compulsory education requirements, is defending a suit brought by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case, a suit by the Penobscot Indian Tribe challenging the State's right to regulate beano in the Tribe's reservation, and is prosecuting several severance pay cases. The Division is also responsible for defending suits against the Judiciary. The Litigation Division is also responsible for various affirmative litigation, examples of which are a suit brought on behalf of the Maine Human Rights Commission against the City of South Portland for discrimination against physically handicapped citizens and an unfair trade practices suit against Sears, Roebuck and Co.

Opinions/Counsel. This division of four lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Finance and Administration, the Department of Defense and Veterans' Services, and portions of the Executive Department and the Office of the Secretary of State. Finally, the Section assists the Attorney General in discharging his common law responsibilities for the supervision of the administration of charitable trusts.

Natural Resources. During the fiscal year 1984 the Natural Resources Division consisted of five lawyers whose time was divided among several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources and that portion of the State Planning Office dealing with coastal resource planning; Department of Agriculture, (including the Harness Racing Commission, Soil and Water Conservation Commission and Pesticides Control Board); and Department of Inland Fisheries and Wildlife, Office of Energy Resources, and the remainder of the State Planning Office.

During the 1984 fiscal year this Division pursued 48 enforcement actions to judgment resulting in the imposition of more than $483,000 in civil penalties. The Division represented agencies in the Administrative Court in more than fifteen license revocation proceedings. State agencies were also represented before the Supreme Judicial Court of Maine and the United States District Court. Noteworthy cases during the course of the year included the successful intervention by the State of Maine before the Nuclear Regulatory Commission on an application by Maine Yankee to expand its spent fuel storage capacity, successful prosecution of the State's first major coastal wetlands case; negotiation of the highest penalty to date involving violations of the Land Use Regulation Commission regulations; successful prosecution of the State's first enforcement case involving site location limitations for noise; and full recovery of a $100,000 surety bond resulting from the closure of AKF Foods, Inc. In addition, the State has initiated a lawsuit against the Environmental Protection Agency under the Federal Clean Air Act in an effort to address the acid rain problem. Friend of the Court briefs were drafted by lawyers in the Natural Resources Division in matters of great significance to the State, including the extent of the Public Trust Doctrine, proposed Nuclear Regulatory Commission regulations and acid rain.

FINANCES, FISCAL YEAR 1984: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,978,876	2,647,012	127,403		204,461	
Health Benefits	103,849	90,758	4,304		8,787	
Retirement	245,112	211,450	15,477		18,185	
Other Fringe Benefits	13,122	11,546	538		1,038	
Computer Services—State	1,736	1,736				
Other Contractual Service	324 994	308,361	31,304		−14,671	
Rents	42,065	40,070			1,995	
Commodities	33,637	31,622	1,445		570	
Grants—Subsidies—Pensions	164	164				
Equipment	11,920	2,670	2,031		7,219	
Transfers to Other Funds	21,257		9,752		11,505	
TOTAL EXPENDITURES	3,776,732	3,345,389	192,254		239,089	

ADMINISTRATION (ATTORNEY GENERAL)

ROBERT J. STOLT, DEPUTY ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: January, 1974 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199
Average Count—All Positions: 50 *Legislative Count:* 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he is elected, under the direction of the County Commissioners in all actions and other civil proceedings in which any county is a party or interested. All such actions and proceedings shall be prosecuted by him or under his direction, whether civil or criminal in which the State is a party. The District Attorney shall be the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Gene B. Libby, District Attorney
District Two—Cumberland—Paul Aronson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—Margaret J. Kravchuk, District Attorney

District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1984: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Public Utilities Bldg., 242 State Street, Augusta; *Floor:* 7
Telephone: 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333
Sunset Review Required by: June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30
Average Count—All Positions: 5
Legislative Count: 5

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroner's physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical Examiner cases include deaths due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of inquiry, investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: In 1968 the Office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropraited for all necessary expenses. Appropriate legislation was passed to affect this change. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governer.

The system is supported by licensed physicians serving as Medical Examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources. Two Medical Examiners, the Chief and Deputy Chief are salaried.

PROGRAM: In fiscal year 1984, 1,669 deaths were reported, 1,133 were accepted as medical examiner cases, 325 autopsies were performed, 328 scene visits were made, 468 alcohol tests were ordered and 173 cases had additional toxiology.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	171,249	171,249				
Health Benefits	5,022	5,022				
Retirement	16,987	16,987				
Other Fringe Benefits	763	763				
Other Contractual Service	212,182	212,182				
Rents	2,795	2,795				
Commodities	13,901	13,901				
Equipment	1,065	1,065				
TOTAL EXPENDITURES	423,964	423,964				

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241
Average Count—All Positions: 39 *Legislative Count:* 23
Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

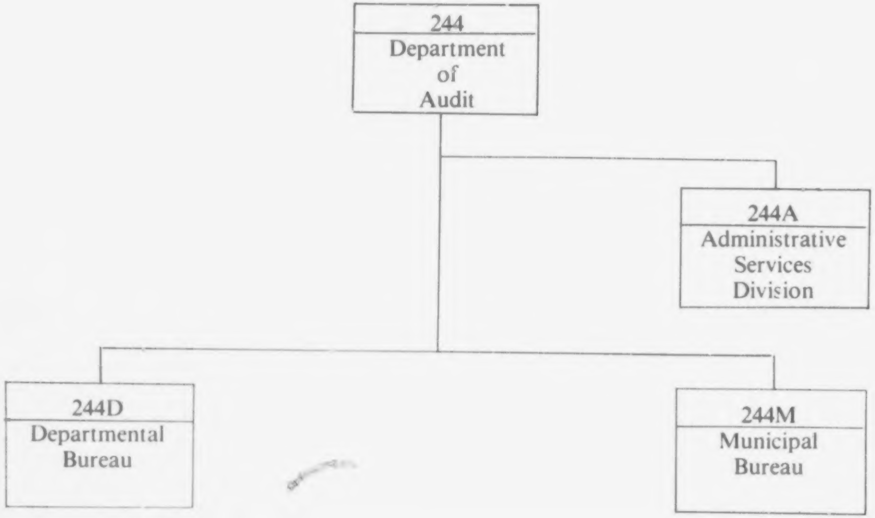
PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 84 totaled 137. These 137 audits consisted of 64 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, 41 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 84 expenses.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns. Revenue from this program is expected to remain constant for the next biennium at $300,000 per year.

DEPARTMENT OF AUDIT
UMB 27


244
Department of Audit
244A
Administrative Services Division
244D
Departmental Bureau
244M
Municipal Bureau

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	645,842	436,239	209,603			
Health Benefits	31,856	20,314	11,542			
Retirement	104,389	70,101	34,288			
Other Fringe Benefits	3,278	2,205	1,073			
Other Contractual Service	81,239	39,640	41,599			
Commodities	10,046	8,065	1,981			
Equipment	441	441				
Transfers to Other Funds	13,190		13,190			
TOTAL EXPENDITURES	890,281	577,005	313,276			

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $98,550 in FY 84 and are, by administrative decision, included with those of Departmental Bureau.

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981, and Chapter 477, Public Laws of 1983, allowed an additional position and related expenses respectively to audit the courts.

ORGANIZATION: The Administrative Services Division is headed by a chief executive. Authorized personnel in the division total 4, consisting of one Legislative Auditor III, two Legislative Auditors II and one Legislative Auditor I.

PROGRAM: Court audits scheduled for completion during the 1983-84 fiscal year consist of 5 complete counties, 1 separate superior court and 13 separate district courts for a total of 6 Superior Courts and 20 District Courts. The major goal of this Division is to reach an annual postaudit of all courts in the court system.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $98,550 in FY 84 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 19 *Legislative Count:* 19

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 23, including two Assistant Directors, four Legislative Auditor III's, eight Legislative Auditor II's and two Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 84 totaled 137. These 137 audits consisted of 64 departments, bureaus, agencies and/or commissions, 10 institutions, 6 vocational technical institutes, 41 examining boards and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

PUBLICATIONS:

State Auditors' Annual Report

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	436,239	436,239				
Health Benefits	20,314	20,314				
Retirement	70,101	70,101				
Other Fringe Benefits	2,205	2,205				
Other Contractual Service	39,640	39,640				
Commodities	8,065	8,065				
Equipment	441	441				
TOTAL EXPENDITURES	577,005	577,005				

MUNICIPAL BUREAU (AUDIT)

JOSEPH M. PLOURDE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 16, consisting of 1 director, 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's. and 3 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 71 municipalities and municipal districts, 28 school districts and 131 special audits for the fiscal year ending June 30, 1984. The statutes also provided that each county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 11 counties during the fiscal year.

AUDIT

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	209,603		209,603			
Health Benefits	11,542		11,542			
Retirement	34,288		34,288			
Other Fringe Benefits	1,073		1,073			
Other Contractual Service	41,599		41,599			
Commodities	1,981		1,981			
Transfers to Other Funds	13,190		13,190			
TOTAL EXPENDITURES	313,276		313,276			

BAXTER STATE PARK AUTHORITY

GLENN H. MANUEL, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, Maine *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, Maine 04462

Established: 1933 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21 *Legislative Count:* 56

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "*...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from the trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Maintenance; Public Relations; North District and South District.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,010 for the 1982 season with a potential seasonal capacity of 154,530. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

BAXTER STATE PARK

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

		Calendar Year			
Statistical Use Information:	**1983/84**	**1982**	**1981**	**1980**	**1979**
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	38,137	40,892	34,631	35,814	32,487
Transient	9,923	11,860	10,150	11,754	10,149
Camper	20,975	22,098	24,788	22,126	20,716
Lodge Guests	449	1,281	718	792	576
TOTAL PEOPLE	69,484	76,131	70,287	70,486	63,928
MISCELLANEOUS:					
Camper Days	57,814	56,982	58,184	57,476	53,602
Average Stay (Days)	2.40	2.58	2.35	2.59	2.58
Number of Vehicles	24,110	25,062	25,963	22,894	20,779
Recreational Visitor Days	153,765	154,856	150,999	150,766	139,691
WINTER SEASON (12-1—4-1)					
	1983/84	**1982/83**			
USE—BY TYPE:					
Day Use	977	594			
Campers	383				
TOTAL PEOPLE	1,360	—	—	—	—
MISCELLANEOUS:					
Technical Climbing	867	770			
General Climbers	682	300			
CAMPER DAY TOTAL	1,549	1,070	—	—	—
Skiing/Snowshoeing	77	83			
Snowmobiling	900	511			
DAY USE TOTAL	977	594	—	—	—
Recreational Visitor Days	4,075	2,734	—	—	—

Financial Information:	**1983/84**	**1982**	**1981**	**1980**	**1979**
REVENUE:					
Net from Operations	$263,475	$269,527	$196,802	$191,121	$170,884
Trust Fund	500,000	586,269	651,741	533,565	474,697
Miscellaneous	17,485	8,248	5,483	2,745	(4,808)
Forestry	4,726	—	—	—	—
TOTAL	785,686	$864,044	$854,026	$727,431	$640,773
EXPENDITURES:					
Personal Services	546,760	$599,355	$496,046	$502,052	$424,470
All Other	246,216	184,590	270,622	224,649	171,315
Capital	43,769	50,829	74,315	72,695	22,624
TOTAL	836,745	$834,774	$840,983	$799,396	$618,409

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

PUBLICATIONS:

Guide to Baxter State Park and Baxter State Park Hiking Guide	$ .50
At Timberline	11.55
Guide to the Appalachian Trails in Maine	15.25
Map Sections A.T.G.	2.65
Mountain Flowers of New England	6.85
River Guide	8.35
Maine Mountain Guide	7.30
Don't Die on the Mountain (Safety)	1.65
Frostbite (Safety)	1.65
Animal Tracks	.25
Topographical Maps	2.00
Greatest Mountain: Katahdin's Wilderness	6.85
Baxter State Park and Katahdin Map	4.15
Katahdin Skylines and Geology	7.30
Legacy of a Lifetime: The Story of Baxter State Park	16.80
Rules & Regulations/Map	No Charge

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	448,911		448,911			
Health Benefits	25,583		25,583			
Retirement	68,685		68,685			
Other Fringe Benefits	4,246		4,246			
Other Contractual Service	141,892		141,892			
Rents	3,837		3,837			
Commodities	57,861		57,861			
Equipment	23,499		23,499			
Transfers to Other Funds	15,727		15,727			
TOTAL EXPENDITURES	790,241		790,241			

MAINE BLUEBERRY COMMISSION

BERNARD LEWIS, CHAIRMAN
EDWARD H. PIPER, Executive Director

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-1475
Mail Address: Coburn Hall, UMO, Orono, Maine 04469
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and employees an executive director as the Administrative Officer for the Commission.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

PROGRAM: The blueberry tax program provides funds for promotion and market development as well as for research and extension in cooperation with the University of Maine. Since 1981 production of blueberries in Maine has increased from an average crop of about 20 million pounds to 35 million pounds in 1982 and 45 million pounds in 1983. This increase has been the result of research and the adoption of new cultural practices plus favorable weather conditions.

With increased production the Commission is placing increased emphasis on market development with additional allocations for advertising in cooperation with the North American Blueberry Council and with the Wild Blueberry Association of North America.

In September of 1983 the Commission created the position of executive director to administer the Commission programs.

In April of 1984 legislation was enacted amending the Blueberry Tax law. The revised law will provide additional funds for promotion; will increase the membership on the Commission from 5 to 8 industry representatives; and, will restructure administrative responsibilities of the blueberry programs.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BLUEBERRY COMMISSION

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,273		5,273			
Retirement	1,045		1,045			
Other Fringe Benefits	14		14			
Other Contractual Service	2,496		2,496			
Commodities	325		325			
Grants—Subsidies—Pensions	144,663		144,663			
Transfers to Other Funds	2,957		2,957			
TOTAL EXPENDITURES	156,773		156,773			

DEPARTMENT OF BUSINESS OCCUPATIONAL & PROFESSIONAL REGULATION

HARVEY E. DEVANE, COMMISSIONER

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001
Average Count—All Positions: 88 *Legislative Count:* 10
Organizational Units:

- Divisions:
  - Administrative Services Division
  - Licensing & Enforcement Division
- Bureaus:
  - Bureau of Banking
  - Bureau of Insurance
    - General Lines Agent Examination Advisory Board
    - Life Agent Examination Advisory Board
  - Bureau of Consumer Credit Protection
    - Home Repair Advisory Board
- Commissions:
  - Maine Athletic Commission
  - Real Estate Commission
    - Continuing Education Committee
  - State Running Horse Racing Commission
- Boards:
  - Arborist Examining Board
  - Auctioneers Advisory Board
  - Board of Commercial Driver Education
  - Electricians Examining Board
  - Board of Funeral Services
  - Board of Registration for Professional Foresters
  - Board of Hearing Aid Fitters and Dealers
  - Board of Certification of Geologists and Soil Scientists
  - Manufactured Housing Board
  - Oil and Solid Fuel Board
  - Board of Examiners in Physical Therapy
  - Plumbers Examining Board
  - State Board of Examiners of Psychologists
  - State Board of Social Workers Registration
  - State Board of Examiners on Speech Pathology and Audiology
  - State Claims Board
  - Board of Registration of Substance Abuse Counselors

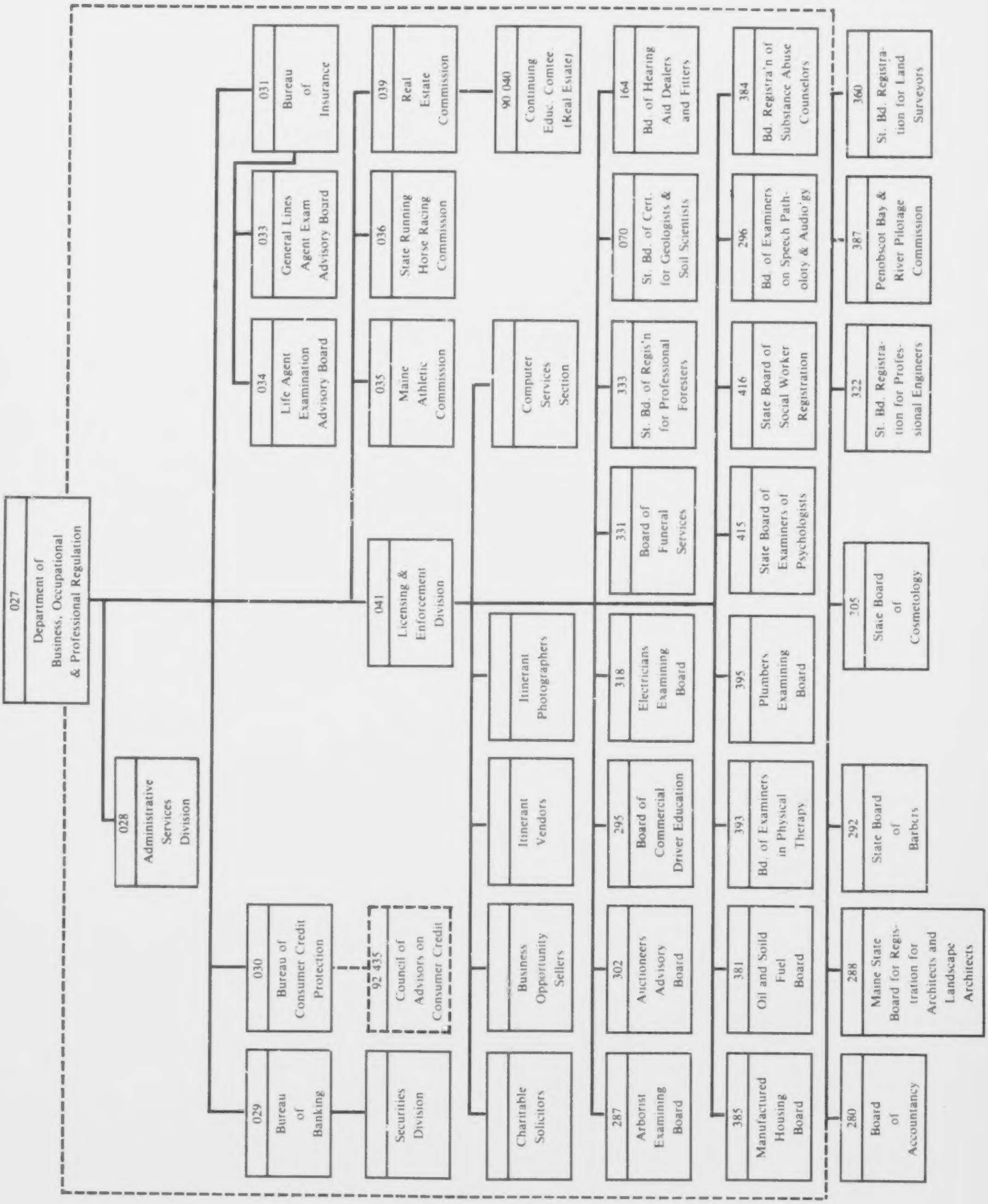
AFFILIATED BOARDS:

Board of Accountancy
Maine State Board for Registration of Architects and Landscape Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors
Penobscot Bay and River Pilotage Commission

PURPOSE: The Department exists to examine and oversee all state-chartered financial institutions of every type, to regulate bank holding companies, to regulate insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, to approve the sale in Maine of oil and solid fuel heating equipment, and to license and regulate numerous professions and occupations.

ORGANIZATION: The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdic-

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION
UMB 02


027 Department of Business, Occupational & Professional Regulation
028 Administrative Services Division
029 Bureau of Banking
030 Bureau of Consumer Credit Protection
034 Life Agent Examination Advisory Board
033 General Lines Agent Exam Advisory Board
031 Bureau of Insurance
Securities Division
92 435 Council of Advisors on Consumer Credit
041 Licensing & Enforcement Division
035 Maine Athletic Commission
036 State Running Horse Racing Commission
039 Real Estate Commission
90 040 Continuing Educ. Comtee. (Real Estate)
Charitable Solicitors
Business Opportunity Sellers
Itinerant Vendors
Itinerant Photographers
Computer Services Section
287 Arborist Examining Board
302 Auctioneers Advisory Board
295 Board of Commercial Driver Education
318 Electricians Examining Board
331 Board of Funeral Services
333 St. Bd. of Regis'n for Professional Foresters
070 St. Bd. of Cert. for Geologists & Soil Scientists
164 Bd. of Hearing Aid Dealers and Fitters
385 Manufactured Housing Board
381 Oil and Soild Fuel Board
393 Bd. of Examiners in Physical Therapy
395 Plumbers Examining Board
415 State Board of Examiners of Psychologists
416 State Board of Social Worker Registration
296 Bd. of Examiners on Speech Path-oloty & Audio'gy
384 Bd. Registra'n of Substance Abuse Counselors
280 Board of Accountancy
288 Maine State Board for Registration for Architects and Landscape Architects
292 State Board of Barbers
205 State Board of Cosmetology
322 St. Bd. Registration for Professional Engineers
387 Penobscot Bay & River Pilotage Commission
360 St. Bd. Registration for Land Surveyors

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,812,509	248,757	1,563,752			
Health Benefits	87,529	10,520	77,009			
Retirement	284,868	42,840	242,028			
Other Fringe Benefits	9,142	1,160	7,982			
Computer Services—State	6,106		6,106			
Other Contractual Service	854,874	56,118	784,338		14,418	
Rents	17,568		17,568			
Commodities	30,979	1,560	28,886		533	
Grants—Subsidies—Pensions	2,175		2,175			
Equipment	57,006	642	56,364			
Transfers to Other Funds	143,280		142,382		898	
TOTAL EXPENDITURES	3,306,036	361,597	2,928,590		15,849	

tion of the Department were the Bureau of Banking; the Bureau of Insurance, the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the State Running Horse Racing Commission; and the Land Damage Board (renamed State Claims Board) now transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to implement the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driving Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be general fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the general fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation to reflect the fact that fifty percent of Maine's occupational and professional licensing are conducted within this Department.

PROGRAM: The Commissioner is the Administrative head of the Department; and as such budgets for the entire department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and is to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central computer services.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 84 are discussed in the following reports of its component parts.

LICENSES, PERMITS, ETC.:
See individual agencies.

PUBLICATIONS:
See reports of component units.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	37,777	37,777				
Health Benefits	1,243	1,243				
Retirement	7,471	7,471				
Other Fringe Benefits	169	169				
Other Contractual Service	34,217	34,217				
Commodities	1,043	1,043				
TOTAL EXPENDITURES	81,920	81,920				

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3917
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30,1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8002
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: This Division was established to provide centralized administration for all of the bureaus, boards and commissions within the Department, and for the Department itself.

Its major responsibilities are Accounting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services including the preparation of payrolls and related recordkeeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

ORGANIZATION: The Division consists of a Director, one secretary, one stenographer, one accountant, and one account clerk.

Within the Administrative Services Division there are two functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department. Additionally, the Division provides secretarial services to the Commissioner and it is responsible for ordering and arranging for the services provided to all units by outside staff agencies and by private parties and vendors.

LICENSES, PERMITS, ETC.: (through 9/23/83)

Auctioneers Licenses
Transient Sales
Itinerant Photographers

PUBLICATIONS:

Department of Business, Occupational and Professional Regulation, Organizational Structure and Financial History—no charge.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	93,258		93,258			
Health Benefits	5,024		5,024			
Retirement	15,952		15,952			
Other Fringe Benefits	445		445			
Other Contractual Service	3,218		3,218			
Commodities	3,476		3,476			
Grants—Subsidies—Pensions	391		391			
Equipment	2,629		2,629			
Transfers to Other Funds	6,579		6,579			
TOTAL EXPENDITURES	130,972		130,972			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: July 30, 1976 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division exists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Director, five licensing board clerks, each of whom serves three to five boards, a Director of the Computer Services Section and one Data Control Specialist. While the Computer Services Section is a part of the Division of Licensing and Enforcement it provides data and word processing services to the entire department.

PROGRAM: In addition to the Division's own employees, the Director hires, trains and supervises, sometimes subject to Board approval, three clerks and eight enforcement officers who work for the larger licensing boards. The Division also conducts four regiatration programs.

The division, in addition to providing administration for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. Its Computer Services Section issues all original and renewal licenses, maintains licensee rosters and registrations and issues license renewal notices.

PUBLICATIONS:

Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	73,160		73,160			
Health Benefits	4,097		4,097			
Retirement	11,294		11,294			
Other Fringe Benefits	367		367			
Computer Services—State	375		375			
Other Contractual Service	28,241		28,241			
Commodities	5,055		5,055			
Equipment	930		930			
Transfers to Other Funds	13,846		13,846			
TOTAL EXPENDITURES	137,365		137,365			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333
Established: 1827 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121
Average Count—All Positions: 27 *Legislative Count:* 6

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents, and also to provide authority to order stale applications abandoned. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. That law was amended in 1982 with the intent to preclude any attack on its constitutionality under the supremacy and commerce clauses. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In

1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends December 31, 1985.

Ten branch applications were received during fiscal year 1984; eight applications were approved and two pending as of July 1, 1984. Two applications to close four branche offices were received and approved; one which was received during this fiscal year is still pending. From June 30, 1983 to July 1, 1984, the Bureau acted on several merger proposals. Four applications were approved: two applications involved merging banks within a holding company; two others were consolidations within the thrift industry. One application to merge two commercial banks and one to merge two savings banks were pending as of July 1, 1984. Applications were approved for the formation of four holding companies. Permission was granted for two savings banks to convert to stock charter. Three interstate transactions were approved during this fiscal year; one application is still pending. Under miscellaneous transactions, two commercial banks were given permission to engage in certain non-banking activities; one such application is still pending. Also, three applications for corporate name changes were received; two were approved and one is pending as of July 1, 1984. As of July 1, 1984, there are now 154 sites available for sharing of satellite facilities.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Advanced examiner training involved several examiners in various interagency schools including four different schools devoted to the specialized area of Electronic Data Processing examination, one session on examining trust departments and eleven other schools and seminars designed to increase the level of expertise in the field of bank examination. Two senior bank examiners were selected to act as instructors in the schools sponsored by the Conference of State Bank Supervisors and the Federal Home Loan Bank Board. Four examiners attended graduate studies programs.

A substantial effort in the past year has been expended to train qualified examiners. A training program which utilizes many schools external to the Bureau as well as the Bureau's staff is ongoing. The Bureau is continuing to broaden the scope of its examination capabilities to include electronic data processing, bank holding companies and a formal compliance review.

A closer working relationship with Federal regulatory agencies is being fostered. The Bureau has expanded the divided examination program in which only one agency, state or federal, will conduct the examination and provide the other with its report. The agencies will alternate examinations of each financial institution, rather than examine them concurrently, which was the past practice. This system appears to provide for better utilization of staff and also eases the regulatory burden on financial institutions.

Securities Division. During fiscal year 1983-84, the Securities Division received and processed 2,969 applications to register securities under Section 871, a 15% increase over the prior year. The Division also received and processed 651 notifications to perfect a private offering exemption under Section 874-A(3), and 631 notifications to perfect an exemption for exchange listed securities under Section 873(5)(B), representing respectively a 51% increase and a decrease of 60%. As of the end of the fiscal year 1983-84, the Division had 550 dealers, registered and 5,846 agents registered, representing respectively an 11% increase in dealer registrants and a 60% increase in agent registrants.

On March 26, 1984 the Division began registering all agents of NASD member firms through the Central Registration Depository in Washington, D.C. By August 1984 all 48 contiguous states will be using the CRD syste for agent registrations. As planned, all broker-dealer registrations will be effected through the CRD system sometime in 1985. Future plans also contemplate registration of securities through the CRD's electronic system. The Securities & Exchange Commission is presently experimenting with an electronic filing and review system, for registration statements of issuers.

The Division's enforcement activities continue to increase in volume. During the preceding year, the Division issued numerous Cease & Desist Orders. The orders were directed primarily to persons selling services for entering the US government oil/gas lease lottery, and to persons selling oil/gas leases directly. The lottery filing services largely involve convincing an investor that he may win, and if he does win, that he may own a lease which may later be sold to a large oil company for a phenomenal profit. The promises made, rarely, if ever, come to fruition, and the filing service businesses often target and entice those citizens who are unsophisticated and least able to afford the probable loss of investment capital. In some cases, the lottery program sellers have sold agreements, even after the lottery was suspended. Other enforcement activities include two criminal referrals, several civil complaing referrals, and a variety of cases which continue to be in the investigation mode. Many of the brokerage account complaints are settled as a result of inquiry and negotiation between the Division and the broker-dealer firm. Investor alert press releases have been periodically issued by the Division warning investors about tax shelters, commodities schemes, and oil/gas leases.

Legislation became effective during the year, which amends the Maine Securities Act in order to accommodate use of the CRD system and also to provide authority to treat stale applications to register securities as abandoned.

During the preceding fiscal year two disclosure statement filings were made under the Takeover Bid Disclosure Law, neither of which resulted in a challenge to the constitutionality of the law, which may be questionable as a result of the Supreme Court decision in Mite vs. Edgar.

LICENSES, PERMITS, ETC.:

License:
- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($40.00) (includes 5 year updates 1980-1984 inclusive)

Maine Securities Act—($4.00)

A Consumer's Guide to Home Mortgage Financing in the 1980's (Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 ($5.00)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	550,124	116,396	433,728			
Health Benefits	25,793	6,184	19,609			
Retirement	87,387	19,361	68,026			
Other Fringe Benefits	2,735	573	2,162			
Computer Services—State	2,692		2,692			
Other Contractual Service	182,330	10,303	172,027			
Commodities	5,009	476	4,533			
Grants—Subsidies—Pensions	1,783		1,783			
Equipment	1,264		1,264			
Transfers to Other Funds	16,672		16,672			
TOTAL EXPENDITURES	875,789	153,935	721,854			

BUREAU OF CONSUMER CREDIT PROTECTION

ROBERT A. BURGESS, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103
Average Count—All Positions: 7 *Legislative Count:* 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and the Fair Credit Reporting Act.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature amended the name of the Bureau of Consumer Protection to be Bureau of Consumer Credit Protection in PL 501.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 84, 304 creditors, 12 debt collection agencies, and 2 credit bureaus were examined. During this period the Bureau returned approximately $446,309 to consumers as a result of violations discovered during the examination and complaint resolution process. An additional $39,305 was returned to Maine business firms and hospitals via the orderly liquidation of a licensed collection agency. The Bureau cited 1,141 violations of truth in lending laws and 287 Consumer Credit Code violations after reviewing 29,282 transactions. The Bureau received about 600 credit-related questions and complaints from consumers. The Bureau entered into an assurance of discontinuance with 3 creditors; 1 Collection Agency license was surrendered prior to initiation of license revocation proceedings. The Bureau issued 3 Advisory Rulings pursuant to the Consumer Credit Code. The Bureau also continued an examination program to implement the Fair Credit Reporting Act. The Bureau cited 178 violations after reviewing credit denial files of 245 creditors during FY 84. More bank branch records were examined during FY 84 due to centralization trends. Several of the larger banking institutions have opened central records centers that house the documents reflecting loans written by their branches. Centralization has thus enabled Bureau examiners to examine more branch records while reducing travel time significantly.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, appearing on public affairs television and radio programs and by issuing news releases providing advice to consumers on topics of current concern. Bureau staff also conducted a training seminar for the staff of major creditors, and participated in Continuing Legal Education programs for attorneys through the Maine Bar Association and a similar joint venture of the Maine Bar Association, Maine Bankers' Association and the Savings Banks Association of Maine.

The Bureau will also be much more involved in the regulation of first lien mortgage lending activities of mortgage companies. P.L. 1983, c. 720 granted to the Bureau the authority to adopt regulations governing alternative mortgage transactions of mortgage companies.

Creditors reported a volume of consumer credit extended during calendar year 1983 of $1,299,109,292. This total does not include volume unreported by federally-chartered financial institutions which, based on estimates, would increase the total by another 150 million.

The Bureau received filings or licensed the following creditors in FY 83:

Supervised financial organizations (banks, credit unions)	493
Supervised lenders	36
Other Creditors (merchants)	1,130
Other lenders	7
Sales finance companies	21
Home Repair Contractors; Salesmen	78
Collection Agencies	27
Insurance Premium Finance Co.	15
Total	1,807

LICENSES, PERMITS, ETC.:

- License:
  - Home Repair Contractors
  - Home Repair Financing Agencies
  - Home Repair Salesmen
  - Collection Agencies
  - Insurance Premium Finance Companies
  - Supervised Lenders-Consumer Credit Code
- Registration:
  - Consumer Credit Code Notification

PUBLICATIONS:

- Down Easter's Pocket Credit Guide (free to Maine residents)
- Down Easter's Lemon Guide (free to Maine residents)
- Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
- Maine Consumer Credit Guide—(published monthly)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,457	26,808	152,649			
Health Benefits	7,864	517	7,347			
Retirement	27,790	4,076	23,714			
Other Fringe Benefits	827	124	703			
Other Contractual Service	47,787		47,787			
Commodities	2,837		2,837			
Equipment	533		533			
Transfers to Other Funds	10,615		10,615			
TOTAL EXPENDITURES	277,710	31,525	246,185			

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 42 *Legislative Count:* 1

Organizational Units:
- General Lines Agent Examination Advisory Board
- Life Agent Examination Advisory Board
- Examination Division
- Consumer Services Division
- Licensing Division
- Property and Casualty Division
- Life and Health Division
- Actuarial Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Property and Casualty Division. This Division reviewed approximately 2,990 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; developed and published a Homeowners Premium Comparison and updated the corresponding publication for automobile insurance; and in various other ways participated in administration of Maine laws.

Life & Health Division. The Life & Health Division received during fiscal year 1984, 9,348 policy forms for review; 920 of which required further correspondence; 469 forms were subsequently disapproved and 8,879 approved or placed on file. This Division also processed 58 consumer written requests for information or help concerning problems of marketing or claim settlement.

Consumer Services Division. The Consumer Services Division serviced 1,419 complaints and 1,400 inquiries during the fiscal year 1983/1984.Eighty-two (82) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 29 hearings were held with 16 of the cases decided in favor of the insured; 53 hearings were cancelled because the involved insurance companies withdrew their termination action.

Licensing Division. During the Fiscal Year 1983/84, the Licensing Division processed licenses for 9 new companies, 0 Road Service Organizations, 895 Agents, 16 Adjusters, 74 Brokers and 8 Consultants. There were 836 Agents cancelled. The net gain for the year was 59. There are currently 6,600 licensed Agents, 261 Adjusters, 658 Brokers, 53 Consultants and 699 Companies. There are 14 Road Service Organizations, 3 Medical Companies and 1 Health Maintainance Organization. The Bureau administered 1,765 examinations for the Fiscal Year.

Examination Division. The Examination Division completed 2 domestic insurance company examinations and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

LICENSES, PERMITS, ETC.:

License:
- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster (Res. & Nonres.)
- Surplus Lines Insurance Brokers
- Road Service Co. & Agents
- Insurance Consultants (Res. & Nonres.)
- Insurance Companies
- Rating Organizations
- Inter-Insurers
- Health Maintenance Organization

Authority:
- Self-Insurer Worker's Compensation Exposure

PUBLICATIONS:

**Insurance and You.* A Guide to Better Understanding of Insurance for Residents of the State of Maine. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

**Health Insurance and You.* A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine. Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report.* Oct. 1983. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for The State of Maine Insurance General Lines Consultants Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for The Initial General Lines Insurance Examination and the Permanent General Lines Insurance Examination.* Prepared by the General Lines Insurance Advisory Board, 3rd edition, April 1984, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 41 pgs.

**A Guide to Preparing for The Initial Life and Health Agents Examination and the Permanent Life and Health Agents Examination.* Prepared by the Life Insurance Advisory Board, 4th Edition, April 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 30 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine, 04333. 24 pgs.

**Homeowners Insurance Premium Comparison Report.* Feb. 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

*Single Copies — FREE.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	471,541	37,119	434,422			
Health Benefits	20,474	1,288	19,186			
Retirement	75,710	7,341	68,369			
Other Fringe Benefits	2,305	169	2,136			
Computer Services—State	3,039		3,039			
Other Contractual Service	214,166	6,656	207,510			
Rents	115		115			
Commodities	6,463		6,463			
Grants—Subsidies—Pensions	1		1			
Equipment	2,873		2,873			
Transfers to Other Funds	49,658		49,658			
TOTAL EXPENDITURES	846,345	52,573	793,772			

MAINE ATHLETIC COMMISSION

RICHARD P. POTVIN, CHAIRMAN
KAREN L. BOSSIE, Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A. Sect. 101
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has had no increase in boxing or wrestling activity during the past fiscal year.

There were 19 boxing shows and 14 wrestling shows during the past fiscal year. A total of 189 boxing and wrestling licenses of all kinds were issued.

LICENSES, PERMITS, ETC.:

Boxing

Referee
Manager
Physician
Second
Timekeeper
Boxer
Promoter
Judge
Knockdown timekeeper

Wrestling

Referee
Matchmaker
Manager
Physician
Timekeeper
Wrestler
Promoter

PUBLICATIONS: Statutes and Rules relating to boxing and wrestling in the State of Maine are available at no charge

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,000	5,000				
Retirement	778	778				
Other Contractual Service	4,942	4,942				
Commodities	41	41				
TOTAL EXPENDITURES	10,761	10,761				

REAL ESTATE COMMISSION

PATRICIA A. EARLY, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Commission is charged with supervising real estate brokers and salesmen in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate. Primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify programs meeting those standards; to license qualified applicants as real estate brokers, real estate salesmen, home service contract companies and sales agents; to investigate alleged violations of the law; impose sanctions; and the Commission is authorized to defray the cost of and supervise an educational course for licensees.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or salesman; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The Members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Business, Occupational and Professional Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: During this fiscal year three new members were appointed to the Commission and the staff was reorganized to accommodate implementation of new disciplinary procedures. Twenty-four (24) meetings of the Commission were held; including three (3) disciplinary hearings, two (2) license hearings and three (3) rule making hearings.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer grievances filed against licensees. Responses were provided to one thousand six hundred ninety-nine (1,699) inquiries concerning real estate transactions received from both consumers and licensees. Two hundred thirty-five (235) cases were under investigation during the year and one hundred sixty-two (162) of these cases were closed. As a result of enforcement activities the Commission was able to influence resolution complaints resulting in financial benefits to consumers totaling ninety thousand dollars ($90,000). The following penalties were ordered when violations were found: one investigation concerning unlicensed practice resulted in a forfeited brokerage fee of $11,250; five license suspensions; one license modification; two license denials; $1,800 in fines; and three reprimands. At the end of the year seventy-three (73) cases were under investigation.

Licensing. This part of the program includes processing of applications, licenses, and administration of license examinations. The staff responded to four thousand nine hundred twenty-five (4,925) telephone calls and office visits relating to this part of the program. The following is a breakdown of applications processed:

Broker and Salesman	
3,143	renewal license applications
1,555	license examination applications
1,335	change of license applications
789	new license applications
Other	
76	educational program applications
35	home service contract agent applications
1	home service contract company application
6,934	applications processed

On June 30, 1984, the following licenses were in effect:

Real Estate Agencies		
Individual Proprietorships	1,274	
Corporations	315	
Branch Offices	166	
Partnership/Association	25	
Total Agencies		1,780
Sales Associates		
Real Estate Salesmen	1,653	
Associate Real Estate Brokers	1,374	
Total Associates		3,037
Inactive Licenses		
Real Estate Brokers	1,730	
Real Estate Salesmen	771	
Total Inactives		2,501

Home Service Contracts		
Sales Agents	35	
Companies	1	
Total Home Service		36
TOTAL LICENSES		7,344

License examinations were administered seventy-five (75) times at the Hallowell Annex to one thousand five hundred seven (1,507) examinees.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum and approving schools offering courses to prepare students for the real estate profession and maintaining a valid bank of questions for license exams. The Commission provided program speakers for seven (7) educational programs one of which was televised. License law information was regularly disseminated in a bi-monthly University of Southern Maine publication and copies of licensing laws and rules were printed and distributed to all real estate offices.

All exam items were reviewed by real estate course instructors and a regular newsletter for instructors was initiated for the purpose of maintaining a high correlation between educational programs and the license examination.

LICENSES, PERMITS, ETC.:

License:

- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

Real Estate Licensing Law and Rules	$2.00

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	115,790		115,790			
Health Benefits	5,904		5,904			
Retirement	17,892		17,892			
Other Fringe Benefits	543		543			
Other Contractual Service	39,509		39,509			
Commodities	2,237		2,237			
Transfers to Other Funds	19,015		19,015			
TOTAL EXPENDITURES	200,890		200,890			

ARBORIST EXAMINING BOARD

CLARK GRANGER, STATE ENTOMOLOGIST
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on an annual basis.

PROGRAM: During FY 1984 the Arborist Examining Board administered 20 exams to 16 applicants. Two types of exams are given: General Tree Care and Spray. Out of the 16 applicants who took the exam, 14 passed the General Tree Care and two failed. The four applicants who took the Spray exam all failed.

Current number of licensed arborists is 291.

The Arborist Industry in general requested the exam be available throughout the year rather than only once or twice a year as in the past. The Board adopted a policy to make the exam available by appointment; arrangements to be made with the Arborist Board Clerk at Business Regulation.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	100		100			
Other Contractual Service	862		862			
Transfers to Other Funds	21		21			
TOTAL EXPENDITURES	983		983			

AUCTIONEERS ADVISORY BOARD

HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION
PATRICIAL BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A. Sect. 271
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Business, Occupational and Professional Regulation or his designee on the administration of the laws relating to Auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, 2 and 3 years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

PROGRAM: The Auctioneers Advisory Board met twice during fiscal year 1984; on November 10, 1983 and on February 10, 1984. These meetings were held to hear complaints against three auctioneers and to determine whether their actions violated the provisions of the auctioneer law. All three complaints were dismissed as without merit.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Department of Business, Occupational and Professional Regulation.

BOARD OF COMMERCIAL DRIVER EDUCATION

BRIAN FLANAGAN, CHAIRMAN
DIANE BRADSTREET, BOARD CLERK

Central Office: Stevens School, Central Bldg., Hallowell, Maine' *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: January 1, 1982 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 170 commercial driver education schools and instructors are currently licensed; 51 Class A schools; 3 Class B schools; 91 Class A instructors; and 25 Class B instructors.

LICENSES, PERMITS, ETC.:

Clas A Commercial Schools
Class B Commercial Schools
Class A Commercial Instructors
Class B Commercial Instructors

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70		70			
Other Contractual Service	5,690		5,690			
Commodities	74		74			
Transfers to Other Funds	456		456			
TOTAL EXPENDITURES	6,290		6,290			

ELECTRICIANS' EXAMINING BOARD

RAYMOND PELLETIER, CHAIRMAN

DOLORES DRAKE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation).

The Board consists of the Commissioner of Business Regulation or his representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one representative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1984, the Electricians' Examining Board held 10 meetings, administered examinations to 445 applicants, of which 33% were issued licenses. A total of 6,992 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 4,187 inspections were made during the year.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The Board assists the State Fire Marshal's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation.

In addition to their other duties, the Board has control over lightning rod installers (17) and motion picture operators (432).

In October, 1981 an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. In FY 84, 2,314 permits were issued.

LICENSES, PERMITS, ETC.:

License:
- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator

PUBLICATIONS:

Statutes of the Electricians Examining Board (free)
Roster of licensed electricians

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	91,125		91,125			
Health Benefits	5,296		5,296			
Retirement	13,834		13,834			
Other Fringe Benefits	694		694			
Other Contractual Service	33,675		33,675			
Rents	60		60			
Commodities	1,527		1,527			
Equipment	27,607		27,607			
Transfers to Other Funds	7,932		7,932			
TOTAL EXPENDITURES	181,750		181,750			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

MARSHALL D. ASHLEY, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell; *Floor:* 1 *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: A total of 37 new applicants have applied for registration as Professional Foresters; 34 have been approved. The remaining applications have been denied because they lacked the necessary qualifications or because their application is pending action. At the end of the fiscal year there were 764 Professional Foresters licensed.

Twelve investigations were conducted into charges of people practicing forestry without being registered. Most of the cases involved unlicensed persons advertising themselves as foresters in printed publications, or foresters practicing after license had expired.

The Board held two meetings throughout the year.

LICENSES, PERMITS, ETC.:
License:
Registered Professional Forester

PUBLICATIONS: (Upon Request)
Laws and Rules of the Maine State Board of Registration for Professional Foresters.
Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	3,847		3,847			
Transfers to Other Funds	1,022		1,022			
TOTAL EXPENDITURES	4,869		4,869			

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1903 *Sunset Termination Scheduled to Start by:* June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the Board.

PROGRAM: During FY 84 there were 0 new Funeral Homes licensed, 0 Funeral Directors, 8 Resident Trainees, 10 Practitioners, and 20 Funeral Attendants. Throughout the year the Board had 11 regular meetings and 1 special meeting. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, examinations, hearings, and educational and apprenticeship programs.

LICENSES, PERMITS, ETC.:

- Licenses:
    - Practitioner
    - Funeral Director
    - Embalmer
- Registration:
    - Funeral Home
    - Practitioner Trainee
    - Funeral Attendant
    - Livery Service

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,090		4,090			
Other Contractual Service	13,520		13,520			
Commodities	35		35			
Equipment	834		834			
Transfers to Other Funds	290		290			
TOTAL EXPENDITURES	18,769		18,769			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

HERBERT MOULTON, C.P.C.U., CHAIRMAN
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A. Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board held 9 regular meetings throughout the year. In addition, 3 meetings of special significance were held to evaluate our testing procedures and to discuss the desirability and feasibility of contracting for testing services. At its 9 regular meetings the General Lines Board edited all of its current tests and made adjustments to the scoring and mix of questions.

FINANCES, FISCAL YEAR 1984: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Department of Business, Occupational and Professional Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business, Occupational and Professional Regulation.

PROGRAM: The Board held one meeting during the year 1983/1984.

New certification renewal requirements were adopted by the Board to conform with the requirements of all licensing boards under the Department of Business Regulation. License renewal must be undertaken every two years instead of every 5 years. All geologists and soil scientists certified within the past five years were notified by certified mail of the new renewal requirements.

No complaints were received by the Board during this fiscal year.

Two soil scientists applied for certification and became licensed during the year.

Four geologists applied for certification during the year. One new license was issued for a geologist.

As of June 30, 1984, 128 geologists hold valid certifications in the State; 53 soil scientists are certified.

LICENSES, PERMITS, ETC.:

Certification:
- Geologists
- Soil Scientists

PUBLICATIONS:

Roster: (at cost)
Law and Rules and Regulations: Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,734		1,734			
TOTAL EXPENDITURES	1,734		1,734			

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: Winthrop St., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to supervise the issuance of licenses; to administer examinations to qualified applicants; and to provide educational programs for licensees and/or trainees.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public. Members of the Board must be residents of the State. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor. The term of office of each member is for 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board for more than 3 full consecutive terms.

PROGRAM: Board meetings were held for purposes of conducting business of a generalized nature and for supplying examinations for new applicants. Several complaints received from consumers were handled and were resolved to the satisfaction of both the consumers and the hearing aid dealers/fitters involved. A subject of importance still being discussed is the matter of continuing education requirements.

LICENSES, PERMITS, ETC.:
- License:
  - Corporation
  - Hearing Aid Dealers and Fitters
- Permit:
  - Trainee

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	800		800			
Other Contractual Service	3,236		3,236			
Transfers to Other Funds	987		987			
TOTAL EXPENDITURES	5,023		5,023			

LIFE AGENT EXAMINATION ADVISORY BOARD

CATHERINE CHASE, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board met four times during fiscal year 1983-84. They worked on the compilation of a bank of questions for the permanent Life/Health exam.

FINANCES, FISCAL YEAR 1984: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Hallowell Annex Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A. Sect 9003
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, (5) the licensing of mobile home parks.

The Board issued one hundred nineteen (119) seals of approval for new modular housing. Twelve hundred seventy one (1,271) mobile homes were manufactured or shipped into the State of Maine.

Effective September 23, 1983, the Board became the licensing authority for mobile home parks.

The Board investigated thirty-six (36) complaints concerning manufactured housing. It met eight (8) times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics
Mobile Home Parks

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951

Regulations for Qualification as Authorized Inspection Agency

Regulation for Licensing Manufacturers, Dealers and Mechanics

Regulation for State Certification of Manufactured Housing

Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.

Rules of the Department of Business, Occupational and Professional Regulation Relating to Mobile Home Parks.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,657	25,657				
Health Benefits	1,288	1,288				
Retirement	3,813	3,813				
Other Fringe Benefits	125	125				
Other Contractual Service	14,418				14,418	
Commodities	533				533	
Transfers to Other Funds	898				898	
TOTAL EXPENDITURES	46,732	30,883			15,849	

OIL AND SOLID FUEL BOARD

WILLIAM ROBERTS, CHAIRMAN
JOAN SURAWSKI, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation).

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 84, the Oil and Solid Fuel Board held 7 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 31 per cent passed. The pass rate for Solid Fuel Master was 27 percent. The pass rate for Oil Burner Journeyman was 74 percent. There were approximately 43 new Masters, 64 new Journeymen Technicians, 89 new Oil and Solid Fuel Apprentices. Approximately 610 inspections were made, 277 equipment inspections, 172 license checks, 666 investigations and 430 administrations were conducted and 1332 phone calls were made.

The Board must approve all oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 84, the Board reviewed 31 applications for product approvals.

LICENSES, PERMITS, ETC.:

License:

- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

- Approved equipment list ($5 per year)
- Rules and Regulations pamphlet ($2.00)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	57,143		57,143			
Health Benefits	3,155		3,155			
Retirement	8,747		8,747			
Other Fringe Benefits	404		404			
Other Contractual Service	17,072		17,072			
Commodities	419		419			
Equipment	12,552		12,552			
Transfers to Other Funds	4,231		4,231			
TOTAL EXPENDITURES	103,723		103,723			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

STEVE HUBER, PT, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3111
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Business, Occupational and Professional Regulation the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physician. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

PROGRAM: The Board held four meetings in fiscal year 1984 on July 15, 1983, November 7, 1983, March 12, 1984 and May 24, 1984.

Examinations. The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on July 9, 1983, March 9, 1984 and May 22, 1984. Forty-four candidates were examined for licensure as physical therapists. Thirty-three passed and eleven failed. Four candidates were examined for licensure as physical therapist assistants and all passed the exam.

Licensure. A total of 104 physical therapists were licensed during fiscal year 1984, 44 on the basis of examination in Maine, and 60 by endorsement. Physical therapist assistants licensed were 9, 6 by endorsement and 3 by examination.

As of June 30, 1984 Board records show 432 physical therapists and 54 assistants licensed in the State of Maine. Total number of licensees is 486.

Other Activities. In addition to the above activities, the Board has submitted nominations for board membership; responded to various complaints; reviewed and signed the Professional Examination Service contract; ratified all licenses issued; corresponded with other states regarding the need for uniform testing; discussed with the Maine Chapter of American Physical Therapy Association proposed changes in current legislation; continued work on 1946 Sunset Review material; and responded to telephone and written inquiries for day-to-day operation of the Board office.

LICENSES, PERMITS, ETC.:
License:
- Physical Therapist
- Physical Therapist Assistant

PUBLICATIONS:

(1) Register of physical therapists and physical therapist assistants licensed in the State of Maine

(2) Physical Therapist Practice Act and Rules and Regulations

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	450		450			
Other Contractual Service	5,947		5,947			
Commodities	7		7			
Transfers to Other Funds	678		678			
TOTAL EXPENDITURES	7,082		7,082			

PLUMBERS' EXAMINING BOARD

PETER DUFOUR, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: Hallowell Annex, Hallowell, Maine *Telephone:* 289-2351
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Plumbers Examination Board consists of three members appointed by the Governor; one master plumber, one journeyman plumber and one consumer. Exams are given three times a year (January, May, and September). The Board meets at least once a year and whenever necessary to conduct the business of the Board. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) July 1, 1982.

PROGRAM: During FY 83/84 three examinations were held for journeyman and master plumbers. A total of 296 persons were examined, 145 passed. During the year there were 439 trainees registered and licenses were issued for 66 corporations, 1,313 for master plumbers and 637 for journeyman plumbers. The number of licenses isssued vary each year due to bi-annual licensing.

On May 21, 1984, the Board hired a State Plumbing Inspector to investigate all complaints. These complaints involved plumbing without a license as well as other related problems.

Eighteen (18) complaints came before the Board and was resolved. Four (4) of the complaints required restitution. Four investigations were made and violations cited.

LICENSES, PERMITS, ETC.:

License:
- Corporation
- Journeyman
- Master

Registration:
- Trainee Plumber

A new license classified as Journeyman-in-training has been established. This classification will be for students from vocational schools that take the exam and pass it.

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Business, Occupational and Professional Regulation for a slight fee, depending on type of list requested.

Rules (slight fee depending on cost of printing).

Maine State Plumbing Code (cost $5.00, purchased through Plumbers Examining Board, Department of Business Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services* for a fee.)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,980		17,980			
Health Benefits	960		960			
Retirement	2,520		2,520			
Other Fringe Benefits	81		81			
Other Contractual Service	13,343		13,343			
Rents	84		84			
Commodities	968		968			
Equipment	7,498		7,498			
Transfers to Other Funds	1,951		1,951			
TOTAL EXPENDITURES	45,385		45,385			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

GORDON E. KULBERG, Ph.D., CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years. The members elect a chairman and secretary.

PROGRAM: The Board held 14 meetings. It conducted 39 oral exams and 11 hearings. It licensed 24 psychologists, and 11 psychological examiners. There are 350 licensees. Two members of the Board attended a conference for Board members and two attended the annual meeting of the American Association of State Psychology Boards. The Board held a public hearing on proposed Rules and Regulations and adopted new Rules and Regulations effective April 30, 1984.

LICENSES, PERMITS, ETC.:

License:

Psychologist	254
Psychological Examiner	90

Temporary License: Psychologist, Psychological Examiner
  Temporary Psychologist—5; Temporary Psychological Examiner—1

PUBLICATIONS:

Roster of licensees (fee: determined by computer division by what is requested)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	15,888		15,888			
Commodities	5		5			
Transfers to Other Funds	1,694		1,694			
TOTAL EXPENDITURES	17,587		17,587			

STATE BOARD OF SOCIAL WORKER REGISTRATION

JEANNE SOULE, CHAIRWOMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 4186
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such

Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during FY 84. The total number of examinations given were 21 Associate Social Workers, 11 Registered Social Workers and 45 Certified Social Workers. Fifty-seven people were licensed as Certified Social Workers with Independent Practice and 13 were licensed through Endorsement. The total number of licensed Social Workers is approximately 767. During the year, 18 applicants did not pass the exam and two were found not eligible to take the exam.

LICENSES, PERMITS, ETC.:
- Certificate:
  - Registration of Certified Social Worker
  - Registration of Associate Social Worker
  - Registration of Registered Social Worker
  - Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:
- Rules and Regulations—Free
- Roster—Publishing fee.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	11,06845		11,068			
Transfers to Other Funds	1,227		1,227			
TOTAL EXPENDITURES	12,295		12,295			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

CONRAD LaRIVIERE, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: In FY 84 the board held public hearings and subsequently adopted changes in rules and regulations concerning fee increases, minor changes in continuing education requirements, and the training and supervision requirements for Speech Pathology Aides. The Board met with representatives of the Department of Human Services and Education and Cultural Services in order to seek clarification on the professional services they sponsor.

Plans for the coming year are to consult with the Department of Education and Cultural Services regarding certification standards for Speech Correctionists in the public schools.

Two hundred eight licenses have been issued; 156 in speech pathology; 20 in speech pathology, temporary; 25 in audiology; 2 in audiology, temporary; 5 in speech pathology and audiology; and 0 in speech pathology and audiology, temporary.

LICENSES, PERMITS, ETC.:

Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary
Speech Pathology Aid Registration

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology is available at no charge to public.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,300		1,300			
Other Contractual Service	6,355		6,355			
Transfers to Other Funds	1,075		1,075			
TOTAL EXPENDITURES	8,730		8,730			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

JUDITH M. REDDING, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A. Sect. 6201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members are registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met twelve times during FY 1984 primarily for the purpose of orally reviewing applicants for registration of Substance Abuse Counselors.

During FY 1984, the Board granted full and provisional registration to a total of 24 Substance Abuse Counselors. To date the Board has denied 15 applicants on grounds of incomplete application or failure to pass written and oral examination.

The Board of Examiners gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	4,673		4,673			
Transfers to Other Funds	732		732			
TOTAL EXPENDITURES	5,405		5,405			

BOARD OF ACCOUNTANCY

PHYLLIS R. ERWIN, CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor *Telephone:* 942-6702
Mail Address: 84 Harlow St., Bangor, Maine 04401
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. One member of the board shall be a representative of the public. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1984 the Board of Accountancy met 5 times, held 4 examinations, issued 62 certificates based on the examination results, and issued 22 reciprocal certificates. A total of 735 Public Accountants and Certified Public Accountants secured annual permits to practice. Five complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

- Certification:
  - Public Accountants
  - Certified Public Accountants
- Annual Registrations:
  - Offices
    - Public Accountants
    - Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,215		4,215			
Other Contractual Service	34,606		34,606			
Rents	2,380		2,380			
Commodities	327		327			
Transfers to Other Funds	213		213			
TOTAL EXPENDITURES	41,741		41,741			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W. MILLETT, CHAIRMAN
GEORGE TERRIEN, Secretary

Central Office: 156 Danforth St., Portland *Telephone:* 774-0039
Mail Address: 156 Danforth Street, Portland, Maine 04102
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture, or use the title "architect" or "Maine registered landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "Maine registered landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds ½ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 84, 5 residents in the State were registered as architects; 3 by examination, 1 by reciprocity with registration in another state, and 1 through the National Council of Architectural Registration Boards (NCARB).

Thirty-six nonresidents were registered as architects; 2 by reciprocity with registration in another state, and 34 through the National Council of Architectural Registration Boards.

Registration renewals were granted to 170 resident architects and 520 nonresidents. In addition, 3 resident landscape architect was registered by examination, 2 resident landscape architects were registered through reciprocity with registration in another state. Registration renewals were granted to 38 resident landscape architects and 31 nonresident architects.

Examination pass rates on the 1983 Architectural Registration Exam were as follows: Division A, 61%, B, 26%, C, 39%, D, 39%, E, 64%, F, 59%, G, 70%, H, 65%, I, 61%.

Ten complaints concerning nonlicensed practice of architecture were referred to the Attorney General's office after preliminary investigation and confirmation by the Board. One complaint of improper practice by a registrant, and several complaints relating to the application for reinstatement of a lapsed registration are currently being investigated by the Board.

The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Registration:

Architects and Landscape Architects

PUBLICATIONS:

Additions and update to 1980 Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects, and a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any person upon request and payment of $5.00.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,310		2,310			
Other Contractual Service	22,684		22,684			
Rents	2,289		2,289			
Commodities	105		105			
TOTAL EXPENDITURES	27,388		27,388			

STATE BOARD OF BARBERS

RAYMOND L. McDONALD, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: 99 Western Ave., Bld. #10, Augusta; *Floor:* 1 *Telephone:* 622-3821
Mail Address: Statehouse Sta. #96, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1984, the Board held 6 organized meetings, administered examinations to 37 candidates examined for barber certificates; all 37 candidates passed the examination. Seven complaints of Barber Law violations were processed; 4 cases settled at the Board level and 3 cases settled through the Office of the Attorney General. Most violation of Barber Laws were noticed and corrected through routine inspection as all shops throughout the year; 886 inspections were made in FY 1984.

The following number of licenses, registrations and permits were issued this fiscal year: barber schools 2, barber shops 463, barber certificate of registration 827, work permits 16, apprentice registrations 7, instructor registrations 12, student permits 24, technician registrations 7.

Two new Laws were passed during the second session of the 111th Maine Legislature pertaining to barbering; Public Law 758 "AN ACT Regarding the Administration of Seven Boards Affiliated with the Department of Business, Occupational and Professional Regulation and Public Law 841 "AN ACT to Clarify the Laws Relating to Private Business, Trade and Technical Schools."

LICENSES, PERMITS, ETC.:

- License:
  - Barber Shop
- Registration:
  - Certificate of Registration for Barbers
  - Certificate of Registration for Instructor
  - Certificate of Registration for Technician
  - Certificate of Registration for Apprentice
- Permit:
  - Work

PUBLICATIONS:

Barber Board Bulletin, published once annually and distributed to all barber shops (free).
Maine Barber Laws, Rules and Regulations (free).

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,218		17,218			
Health Benefits	1,147		1,147			
Retirement	2,521		2,521			
Other Fringe Benefits	80		80			
Other Contractual Service	7,028		7,028			
Rents	2,300		2,300			
Commodities	45		45			
Transfers to Other Funds	28		28			
TOTAL EXPENDITURES	30,367		30,367			

STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board must meet at least twice during the calendar year; once in the month of January to elect a chairman, and again before the end of December. During the fiscal year 1983-1984, the Board of Cosmetology held seven meetings.

The Board conducted twelve hairdresser examinations during the fiscal year 1983-1984. A total of four hundred eighty-eight candidates were examined. One hundred fifteen candidates failed the exam with sixty-nine candidates returning to take over the sections of the exam fail and successfully passing.

Two passed the cosmetology instructor exam.

A total of three hundred ninety-six new beauty shops were licensed during 1983-84.

LICENSES, PERMITS, ETC.:

- License:
    - Apprentice Hairdresser's Certificate of Registration
    - Beauty Shop License
    - Student Permit
    - Hairdresser's Certificate of Registration
    - Instructor's Certificate of Registration
    - Demonstrator's Certificate of Registration
    - Hairdresser's Certificate of Registration (Manicurist)
    - Student Instructor Hairdresser's Certificate of Registration
- Permit:
    - Permit to Practice Hairdressing and Beauty Culture

PUBLICATIONS:

- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
- Rules of Practice (free)
- Rules Relating to Apprentice, Manicurist and Instructor

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	63,944		63,944			
Health Benefits	5,284		5,284			
Retirement	9,159		9,159			
Other Fringe Benefits	10,185		10,185			
Other Contractual Service	40,787		40,787			
Rents	10,185		10,185			
Commodities	646		646			
Equipment	286		286			
Transfers to Other Funds	655		655			
TOTAL EXPENDITURES	131,313		131,313			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office: 65 Westwood Road, Augusta *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333
Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 1984, a total of 262 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 193 applicants. As of June 30, 1984, a total of 3,338 engineers were registered for the fiscal year of 1984.

During the fiscal year, 260 applications for the Engineer-in-Training Certificates were received. Of this number 179 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 185 applicants.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. The fall examinations were given in Augusta on October 28 and 29, 1983 with 44 professional engineer candidates on October 25th and 32 Engineer-in-Training candidates attending. The spring examinations were given in Augusta on April 13 and 14, 1984 with 47 professional engineer candidates on April 13 and 28 engineer-in-training candidates on April 14th attending. Also on April 14th the engineer-in-training examinations were given at Orono, at the University where 177 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 4 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several state boards.

The Board held four regular meetings during FY 84. These dates were July 14 and October 6, 1983, and January 12 and March 3, 1984.

The Board invited 8 applicants to appear for Oral Interviews, six were granted registration as Professional Engineers.

Four complaints of alleged violations were received, these were investigated and corrections made.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-sixth Annual Report With Roster of Professional Engineers" as of July 16, 1984 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

Also "Supplement" was published as of April 5, 1983 with names and addresses of 189 new registrants. (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	32,089		32,089			
Commodities	88		88			
Transfers to Other Funds	1,595		1,595			
TOTAL EXPENDITURES	33,772		33,772			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD F. BASTOW, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action has transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1984, 11 Land Surveyor applications were received and 2 were registered. The total number of registrants on 30 June 1984 was 990. Of this number 208 are non-state residents. Land Surveyor-in-Training applications during this period were 33. A total of 13 were certified which included applications from the previous year. There are now 508 certified Land Surveyors-in-Training.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	11,942		11,942			
Rents	155		155			
Commodities	39		39			
Transfers to Other Funds	1,210		1,210			
TOTAL EXPENDITURES	13,346		13,346			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

GILBERT E. HALL, CHAIRPERSON

Central Office: Hallowell Annex, Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot Bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held one meeting, wherein it was unanimously approved that the Commission should seek legislative authority to expand its jurisdiction to include all waters from Penobscot Bay to West Quarry Head including Passamaquoddy Bay and the City of Eastport. Assuming that this request is authorized by the legislature, the Commission anticipates an increase in its licenses to cover this expanded area of jurisdiction. Accordingly, additional Commission time will be required in FY 84 to formulate criteria for examination and licensure.

FINANCES, FISCAL YEAR 1984: The Commission had no expenditures in FY 84.

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
MAJOR EMERY NASON, Deputy Commander

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 16

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Brunswick
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth
8. Cumberland County Composite Squadron—South Windham
9. Liberty Cadet Squadron—Berwick
10. Oxford Senior Squadron—Rumford
11. Pinetree Senior Squadron—Auburn
12. Waterville Composite Squadron—Waterville
13. Standish Composite Squadron—Limington

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens through the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies, particularly air search and reserve.

ORGANIZATION: The Civil Air Patrol (CAP), Auxiliary of the U.S. Air Force, is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Secretary of the Air Force is given certain authority to furnish assistance tot he CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all units within geographical boundaries of a state. Wing Commanders are appointed by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

CIVIL AIR PATROL

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and thirteen Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of thirteen squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct air search missions on a local or state-wide basis.

Another control center is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of two thousand hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 150, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Bar Harbor—one Cessna 150, Caribou—one Cessna 172.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS: Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1984: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 84, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

COMMUNITY SERVICES ADVISORY BOARD

JONATHAN W. REITMAN, CHAIRMAN

Central Office: Hallowell, Maine *Telephone:* 289-3771
Mail Address: Div. of Community Services, State House, Station 73, Augusta, Maine 04333
Established: December 1983 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 462; *Citation:* 5 MRSA, Sec. 3517
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members. One member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: An executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board has met 5 times since its inception in December, 1983. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation presenting testimony to several legislative committees on bills important to low-income citizens.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Division of Community Services.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN
ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Labor, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Retardation and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: The Computer Services Advisory Board was active in various areas during fiscal year 1984. Of special note was its involvement in three different areas of data processing via the use of subcommittees. The Equipment Evaluation Subcommittee worked with Central Computer Services to review Honeywell Hardware Alternatives, evaluation of hardware and software options and made a recommendation on the approach that Central Computer Services should take to meet its Honeywell Data Processing needs. The Standards Subcommittee has been working on standards in areas of personal computers, terminals, minicomputers and even word processors. They made very good progress and at the end of the year they were preparing to submit a draft of the standards to the Standards Review Board for evaluation before making a final recommendation to the Commissioner of Finance and Administration . Also active during the year was a subcommittee charged with the responsibility of evaluation of modem use in State Government and creation of a Request for Proposal if one was deemed necessary. The committee was in the process of evaluating State Agency questionnaires at the end of the fiscal year. During the year, the Computer Services Advisory Board carried out other responsibilities in the areas of rate approval, equipment review and on Data Processing direction.

The Board met five times during the year.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $407 in FY 84 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD B. ANDERSON, COMMISSIONER

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 545 *Legislative Count:* 227

Organizational Units:

- Division of Planning and Program Services
- Administrative Services Division
- Land Use Regulation Commission
- Bureau of Public Lands
- Coastal Island Registry
- Bureau of Forestry (AKA Maine Forest Service
- Maine Conservation Corps
- Bureau of Parks and Recreation
- Keep Maine Scenic Committee
- Allagash Wilderness Waterway
- Maine Trail Systems Advisory Committee
- Maine Geological Survey
- Real Property Management

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner.

The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, program review and evaluation, policy development, and long-range departmental planning. (See separate listing for detailed report on this division.)

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
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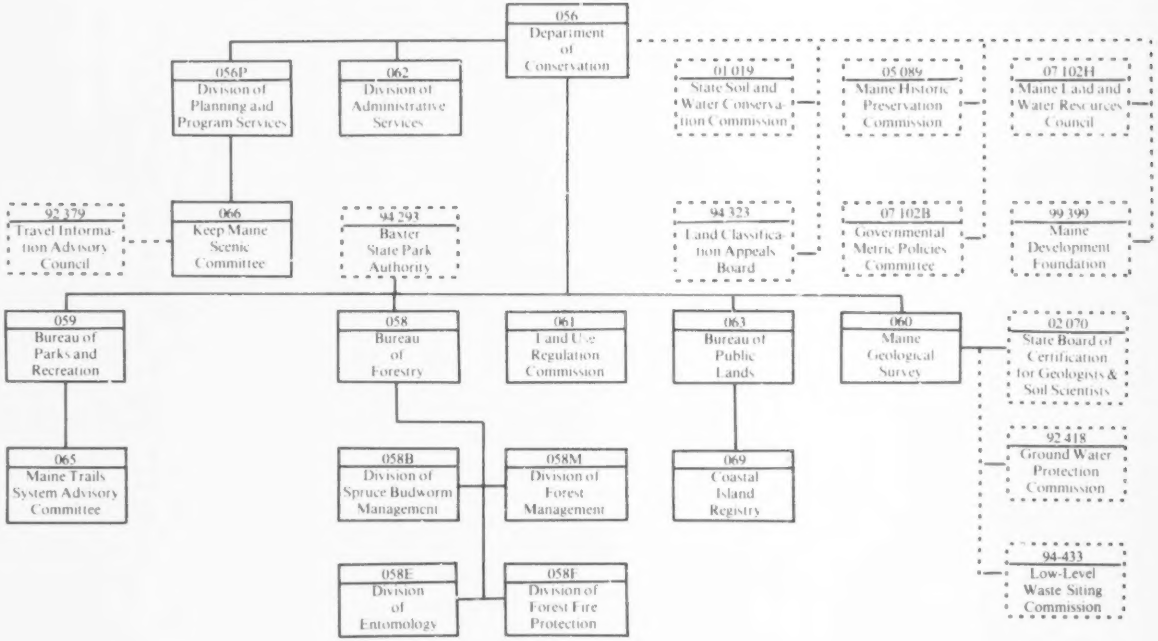

056 Department of Conservation
056P Division of Planning and Program Services
062 Division of Administrative Services
01 019 State Soil and Water Conservation Commission
05 089 Maine Historic Preservation Commission
07 102H Maine Land and Water Resources Council
92 379 Travel Information Advisory Council
066 Keep Maine Scenic Committee
94 293 Baxter State Park Authority
94 323 Land Classification Appeals Board
07 102B Governmental Metric Policies Committee
99 399 Maine Development Foundation
059 Bureau of Parks and Recreation
058 Bureau of Forestry
061 Land Use Regulation Commission
063 Bureau of Public Lands
060 Maine Geological Survey
02 070 State Board of Certification for Geologists & Soil Scientists
065 Maine Trails System Advisory Committee
058B Division of Spruce Budworm Management
058M Division of Forest Management
069 Coastal Island Registry
92 418 Ground Water Protection Commission
058E Division of Entomology
058F Division of Forest Fire Protection
94-433 Low-Level Waste Siting Commission

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF CONSERVATION

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	8,777,400	6,406,523	1,654,401		554,921	161,555
Health Benefits	410,730	298,670	77,644		28,088	6,328
Retirement	1,320,488	963,377	247,506		85,720	23,885
Other Fringe Benefits	79,474	62,665	11,224		5,146	439
Computer Services—Comm	17,389	2,749	10,601		4,036	3
Computer Services—State	15,029	9,612	5,385		32	
Other Contractual Service	5,714,728	1,678,207	3,770,965		207,312	58,244
Rents	189,715	123,673	59,699		6,060	283
Commodities	1,572,673	368,116	1,111,475		14,730	78,352
Grants—Subsidies—Pensions	997,706	399,391	441,363		154,351	2,601
Purchases of Land	591,912				153,000	438,912
Buildings and Improvement	15,724	9,208	3,186		1,665	1,665
Equipment	809,348	383,739	87,187		193,339	145,083
Transfers to Other Funds	105,941		78,144		25,216	2,581
TOTAL EXPENDITURES	20,618,257	10,705,930	7,558,780		1,433,616	919,931

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,545				3,510	5,035
Health Benefits	640				320	320
Retirement	1,286				546	740
Other Contractual Service	131,368	115,286			1,429	14,653
Rents	48	48				
Commodities	2,563	1,026			122	1,415
Grants—Subsidies—Pensions	22,428	5,600			14,328	2,500
Purchases of Land	591,912				153,000	438,912
Buildings and Improvement	3,330				1,665	1,665
Equipment	275,604				130,921	144,683
Transfers to Other Funds	—5				—5	
TOTAL EXPENDITURES	1,037,719	121,960			305,836	609,923

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NORMAND V. RODRIGUE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012
Average Count—All Positions: 25 *Legislative Count:* 19

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory record keeping, information automation; personnel and labor relations including organization and staff development, position classification, workers' compensation administration, and training.

ORGANIZATION: The Administrative Services Division is composed of three functional units: Personnel and Labor Relations; Fiscal and Accounting; and Business Management.

PROGRAM: The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through training, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, and other administrative systems throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1983-84 include:

1. The Department improved its information management capability through purchase of single vendor word and data processing hardware and software. This will enable the Department's multiple Bureaus and programs to take advantage of cost savings associated with shared equipment, programs and data bases.

2. The Department proposed to the Governor and Legislature and received authorization to reorganize its real property management activities. As a result of this, a new Division of Real Property Management was established at the Department level. The Division will be staffed by professionals in the fields of engineering, architecture, landscaping, and property appraisal. It will be responsible for managing all of the Department's real property holdings. It is expected that this kind of consolidated and comprehensive planning and management of our real properties will maximize their life and use and thus protect the State's substantial investment.

The Division plans to pursue further the objectives outlined above with special emphasis on management information and training.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	483,447	361,048	96,142		26,257	
Health Benefits	23,493	16,487		5,354	1,652	
Retirement	76,293	57,076	15,010		4,207	
Other Fringe Benefits	4,935	4,322	463		150	
Computer Services—State	7,086	6,384	702			
Other Contractual Service	25,229	43,140	38,294		34,530	
Rents	413	413				
Commodities	5,618	7,860	—2,242			
Grants—Subsidies—Pensions	3,427	257	3,170			
Equipment	—66,292	2,443	—68,735			
Transfers to Other Funds	8,605		6,359			
TOTAL EXPENDITURES	572,254	499,430	38,294		34,530	

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1984: This unit did not receive any funds.

DIVISION OF ENTOMOLOGY

CLARK A. GRANGER, DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1921 *Sunset Review Required no later than:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002

Average Count—All Positions: 56 *Legislative Count:* 16

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and diseases. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

ORGANIZATION: The Director of the Maine Forest Service appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects, diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

At the close of FY 1984, the State Forest Nursery, Forest Tree Improvement Program, and Division of Community Forestry became administratively responsible to the Division of Forest Management and Utilization.

PROGRAM: The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 4,000,000 acres for 1983. Representative field samples were analyzed in field laboratories. Research tests were planned, conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 348,000 acres by the Forest Tent Caterpillar in northern hardwood areas, 26,353 acres by the Gypsy Moth in the southern third of the state, 338,000 acres by Bruce's Spanworm in the northern hardwood type, 193,263 acres by the Birch Casebearer and 6,000 acres by the Satin Moth in eastern Maine. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 111,387 of the two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including oak insect complex, Scleroderris Canker disease, Ash Leaf Rust, and a new problem with larch — the European Larch Canker. The general forest insect and disease survey system was enhanced by a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical assistance to landowners, the public and other agencies helps meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn., T19M.D. and Aurora was monitored and no spread was observed in FY 83.

The European Larch Canker was determined to pose a serious threat to the Western larch interests. Consequently a cooperative U.S. Department of Agriculture/Maine Forest Service quarantine was established in May 1984 to prevent the artificial spread of this forest disease.

The Division provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 2,500 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 750 permits were issued relative to Gypsy Moth and Oak Wilt quarantine regulations.

Some 2 million bare-root and 200,000 containerized seedlings were sold by the State Forest Nursery; and about 15 acres of seed orchards were established under the Forest Tree Improvement Program.

Progress was made towards the development of the State Arboretum, and limited assistance was provided to communities for urban forestry.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

PUBLICATIONS:

Insect Primer (free)
Field Book of Destructive Forest Insects (free)
Saddled Prominent Outbreak of 1970-1971 (free)
Saddled Prominent Complex in Maine (free)
Protect White Pine From Blister Rust (free)
Arbor Week—A Guide for Elementary School Teachers (free)
Life History of a Red Oak Leaf-Mining Sawfly (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	415,082	390,445			24,637	
Health Benefits	21,846	19,864			1,982	
Retirement	63,987	60,441			3,546	
Other Fringe Benefits	4,530	4,395			135	
Computer Services—Comm.	930	930				
Computer Services—State	258	258				
Other Contractual Service	67,466	66,926			540	
Rents	3,410	3,410				
Commodities	10,171	9,940			231	
Grants—Subsidies—Pensions	17,134	15,884			1,250	
Equipment	3,481	1,634			1,847	
Transfers to Other Funds	334				334	
TOTAL EXPENDITURES	608,629	574,127			34,502	

DIVISION OF FOREST FIRE PROTECTION

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 161 *Legislative Count:* 108

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 28 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation and Fire Control was assigned to the Bureau as the Division of Forest Fire Protection.

PROGRAM: The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000) fires. During 1983 there were 648 forest fires burning 1,181 acres.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1983 the following prevention measures were accomplished: supplied radio and TV stations with taped fire prevention messages; circulated "Smokey Bear" programs at 153 Smokey appearances talking to 118,939 school children; successfully prosecuted 327 violators; and made over 7,593 inspections of chainsaws, spark arrestors and damages.

Presuppression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups was conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained during 1982. In all, 3,614 people received training, and 1,300 individuals received certificates of completion. These figures are for the calendar year 1982. Fiscal year figures are unavailable.

LICENSES, PERMITS, ETC.:

- Permits:
  - Burning Permits

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,785,900	2,678,011			107,889	
Health Benefits	145,806	139,435			6,371	
Retirement	412,081	395,754			16,327	
Other Fringe Benefits	33,519	32,696			823	
Computer Services—Comm	1,094	1,086			8	
Computer Services—State	2,181	2,181				
Other Contractual Service	981,721	970,910			10,811	
Rents	108,479	108,479				
Commodities	219,952	219,896			56	
Grants—Subsidies—Pensions	223,887	206,409			17,478	
Buildings and Improvement	9,208	9,208				
Equipment	366,923	326,712			40,211	
Transfers to Other Funds	2,029				2,029	
TOTAL EXPENDITURES	5,292,780	5,090,777			202,003	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

WALTER R. GOOLEY, JR., DIRECTOR

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1947 *Sunset Review Required no later than:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 25 *Legislative Count:* 14

PURPOSE: The primary function of the Forest Management and Utilization Division is to (1) motivate and technically assist forest owners to properly manage their woodlands; (2) technically assist forest product operators and wood using mills for product marketing and utilization; (3) technically assist municipalities on care and maintenance of shade trees; (4) maintain a State forest nursery for production of tree seedlings and wildlife shrubs; (5) conduct genetic tree improvement program for development of improved tree growth; and (6) maintain the Maine State Arboretum located in Augusta. Such assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

Training programs for all personnel are an active part of the program to maintain satisfactory performance standards.

ORGANIZATION: The Forest Management and Utilization Division has fourteen general fund positions including: Division Director, Forest Management Program Coordinator, Secretary, 6 Forester II and Forester I positions. In addition, there are eleven federally funded positions. Nursery Supervisor, Landscape Architect II, 6 Forester I position, Secretary and 3 Laborer positions.

Besides the state director, three regional supervisors supervise the field staff of a statewide network of foresters and technicians to assist nonindustrial woodland owners.

PROGRAM: During FY 84, foresters provided technical and educational assistance to 1,975 private non-industrial forest owners. Included were recommendations for timber harvest timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 2,949 acres timber stand improvement, 2,181 acres reforestation, 298 forest management plans involving 13,218 acres and 421 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by district foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation. Cost share to owners during FY 84 included $240,000 for both programs.

The Division also provided technical assistance to many Maine mills, provided marketing advice to Maine landowners, loggers, and mills, assisted the State Development Office and entrepreneurs with Industrial Development, and wood exports, and published the timber cut report, stumpage & mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and several special projects and seminars relating to wood utilization and marketing.

Two million seedlings and wildlife shrubs were sold by the State Forest Nursery. Upgrading of fifteen acres of seed orchards for production of genetically superior seed was begun.

Further progress has been made towards completion of the Maine State Abroretum and limited assistance was provided to communities for urban forestry.

Responsibility for the State Forest Nursery, Tree Improvement Program, Community and Urban Forestry Program, and Maine State Arboretum was transferred from the Entomology Division to the Forest Management and Utilization Division during June, 1984.

PUBLICATIONS:

Factors to Consider When Buying Woodland as an Investment
Woodland Management Service Available to You.
Boundary Information Sheet
Laws Relating to the Forestlands of Maine
Consulting Forester List
Tree Pruning Information
Cost and Income Treatment on Small Woodlands
Suggested Timber Sale Agreement
Maine Primary Forest Products Manufacturers
Maine's Secondary Wood Industry
Mill-Delivered Price List (twice a year)
Stumpage Price List (twice a year)
Maine Logging Firms
Industrial Financing in Maine, Where to Go
Free brochures

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	841,999	354,749	46,948		283,782	156,520
Health Benefits	38,176	15,404	2,642		14,122	6,008
Retirement	130,478	55,871	7,305		44,157	23,145
Other Fringe Benefits	8,779	3,859	871		3,610	439
Computer Services—Comm	4,294	716			3,575	3
Computer Services—State	71	39			32	
Other Contractual Service	202,614	82,079	7,174		69,770	43,591
Rents	5,830	2,341			3,206	283
Commodities	97,569	14,763	418		5,451	76,937
Grants—Subsidies—Pensions	829				728	101
Equipment	17,477				17,077	400
Transfers to Other Funds	7,276		565		4,130	2,581
TOTAL EXPENDITURES	1,355,392	529,821	65,923		449,640	310,008

BUREAU OF FORESTRY (also known as MAINE FOREST SERVICE)

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 269 *Legislative Count:* 138

Organizational Units:
Division of Forest Management and Utilization
Division of Forest Fire Protection
Division of Entomology
Division of Spruce Budworm Management

PURPOSE: The Bureau of Forestry, also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Protection, Forest Management and Utilization, Entomology, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, the Planning Unit completed a draft of the first State Forest Resources Plan and continued efforts with the U.S. Forest Service relative to the decennial survey of Maine's forest resources.

LICENSES, PERMITS, ETC.:
Permit:
Campfire (Unorganized Territories)
Gypsy Moth Quarantine
Open Burning of Slash and Debris

PUBLICATIONS:
Planning for the Forest Resources of Maine, Technical Planning Documents (a series)
Maine's Forests and Economic Development, Evaluation Document #1
Other publications are listed by Division
Spruce Budworm Marketing Guide
Spruce Budworm in Maine, The 1981 Cooperative Spruce Budworm Suppression Project
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
Protect White Pine From Blister Rust
Planting and Care of Shade Trees
Spruce Budworm in Maine—History, Biology, Management

All publications above are free.

Forest Trees of Maine — $2.00

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Conservation.

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 15 *Legislative Count:* 7

Organizational Units:
Administration, Mineral & Technical Services
Hydrogeology Division
Bedrock and Surficial Geology Division
Marine Geology Division
Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Four divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. On September 14, 1979 it was transferred to the Department of Business Regulation.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. A report on the hydrology of peat deposits is in progress. The Division has completed a study of yield and water quality of significant aquifers in York and Cumberland Counties. The study is being extended to Androscoggin, Kennebec, Oxford, Sagadahoc, Knox, Lincoln, Waldo, Somerset and Franklin Counties. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues. Ground water policy and flow management studies are underway.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. In its first year the Division submitted research proposals to the National Science Foundation, Maine Sea Grant, and the U.S. Geological Survey. The Division began a pilot project to digitize the State Coastal Geology Maps in association with the State Planning Office and Maine Sea Grant. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for prospecting, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Prospector's permits and claim recording applications, as well as licenses to mine and leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land
1. Prospectors' Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine, ground water, and wetlands map series. (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below

Reconnaissance Surficial Geology Maps
Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps
Fresh-water Wetlands Maps

Publications:

Preliminary Geologic Map of Maine, scale 1:500,000 compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. Price $3.00

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971 Price: $2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price $.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price. $.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 Price $3.25

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	294,448	180,954	20,111		93,383	
Health Benefits	12,525	7,868	1,016		3,641	
Retirement	47,481	29,821	3,129		14,531	
Other Fringe Benefits	1,428	896	104		428	
Computer Services—Comm.	453				453	
Other Contractual Service	127,990	59,317	1,143		67,530	
Rents	8,642	5,776	120		2,746	
Commodities	16,356	6,437	1,816		8,103	
Grants—Subsidies—Pensions	206,068	158,500	10,000		37,568	
Equipment	6,024		2,191		3,283	
Transfers to Other Funds	15,967		1,307		14,660	
TOTAL EXPENDITURES	737,382	450,119	40,937		246,326	

MAINE LAND USE REGULATION COMMISSION

R. ALEC GIFFEN, DIRECTOR

Central Office: AMHI—Harlow Building
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Incoming WATS Line: 1-800-452-8711
Telephone: 289-2631
Established: October 1, 1969
Sunset Review Required by: June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683
Average Count—All Positions: 17
Legislative Count: 17

Organizational Units:
Development Review Division
Planning Division
Resource Analysis Division
Enforcement and Education Division

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for areas of Maine which lacked local governments empowered to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1984, the Commission continued to refine its zoning; acted upon approximately 1,300 land use proposals requiring either a permit from the Commission or notification; assisted communities wishing to develop their own land use controls and began to develop regulations for hydropower projects under the Maine Waterway Development and Conservation Act which the Commission administers in the unorganized areas of Maine.

The Legislature completed its "sunset review" of the Commission during the year, resulting in three additional staff positions. This significantly increased the Commission's abilities to carry out enforcement, compliance checks, and educational programs.

The Commission's program has resulted in many benefits to the public. For example, significant natural resources such as deer wintering areas, seabird nesting islands, lakes and streams, ground and surface waters, and high mountain areas have been protected from activities which would adversely affect their special values. By assuring responsible development, problems for home owners which result from poor siting and substandard development have been minimized. By controlling the nature and location of development activities, the Commission has endeavored to minimize the cost of providing public service in the wildlands.

The Commission has also assisted many communities to develop effective local land use controls which protect the public interest.

LICENSES, PERMITS, ETC.:

Permits:
(Plantations and Unorganized Townships)
Building
Development
Subdivision
Road Construction
Bridge Construction
Zoning Petitions
Forestry Operations
Utility Line Extension
Hydropower Projects

PUBLICATIONS:

Building in the Wildlands of Maine—9/73	No Charge
Subdividing in the Wildlands of Maine—9/73	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Revised Statutes Annotated Title 12, Chapter 206-A	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook (Complete Set)	No Charge
Section 1, Your Land	No Charge
Section 2, Maine Land Use Laws	No Charge
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	259,562	259,562				
Health Benefits	13,969	13,969				
Retirement	41,021	41,021				
Other Fringe Benefits	1,302	1,302				
Computer Services—Comm.	17	17				
Other Contractual Service	76,008	75,867			141	
Rents	2,291	2,291				
Commodities	15,982	15,982				
TOTAL EXPENDITURES	410,152	410,011			141	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 173 *Legislative Count:* 52

Organizational Units:

- Division of Operations and Maintenance
- Finance & Community Services
- Acquisition Division
- Division of Planning and Research
- Snowmobile Division
- Development Division
- Boating Facilities

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation.

PROGRAM: The Bureau has seven divisions.

Acquisition Division. 2,300 ± acres with some six miles of frontage on Lobster Lake in T3-R14 WELS were acquired. This purchase, combined with an easement from the Great Northern Paper Company, give the State control of better than 99% of the shoreline of this essentially undeveloped lake. 2.4 ± acres, with 600 feet of frontage on the East Machias River, were purchased to assure public access to the Gaddis Pool, a famous Atlantic salmon pool in East Machias. 3.4 ± acres with 1,065 feet of frontage on Lake St. George was purchased to improve public boating access to this lake at Lake St. George State Park in Liberty. 1.5 ± acres of land was purchased on Cupsuptic Lake in T4-R3 WBKP to provide for public boat access.

Title to three small parcels of land were transferred to the Towns of Bristol, Mount Desert, and Rockport. The Mount Desert and Rockport sites are developed boat access facilities which have been managed by the towns, and the Bristol site will be used for general recreation and coastal access purposes.

Operation & Maintenance. During FY 1984 this division managed 29 state parks, 16 historic sites, the Allagash Wilderness Waterway, Songo Lock, and 52 public boat ramps. In addition, the division monitored conditions at 46 undeveloped properties, 15 conservation easements, and 64 state-owned locally operated parks and/or boat ramps. Caretaker's quarters continue to be provided at Flagstaff Lodge and the building was opened for day use by snowmobilers and cross country skiing.

Public use figures for 1983: Use of the system was increased by 432,132 persons over 1982 to a total use of 2,858,325 persons. Day use increased by 409,981 visitors to 2,253,170; historic sites dropped from 269,532 to 267,531; overnight camping increased by 13,945 to 280,676. Use in the Allagash Wilderness Waterway increased from 46,741 in 1982 to 56,948 in 1983.

Development Division. The past year has seen a newly developed day use swimming park opened on Swan Lake in Swanville, providing a bathing area in a region of great need.

A badly needed shower facility has been constructed at Cobscook Bay with the energy for hot water being supplied by a wood-fired boiler burning closely available budworm diseased wood.

Additional parking and improved traffic circulation have been incorporated at Quoddy Head and a new peat interpretation walk is being added.

Popham Beach opened this spring with improved bathhouses, rehabilitated picnic area, and a new service area.

The Henry Knox Mansion, Montpelier, at Thomaston has been undergoing structural improvements and work is now being completed on a Historic Preservation Grant.

Historic Songo Lock has undergone major repairs, however, work will not be complete until the fall of 1984.

Division of Planning and Research. Three studies were completed through the Division in 1983: (1) a survey of visitors to day-use state parks (includes recommendations for improvement of parks); (2) actions for enhancement of the canoeing experience on the Saco River (as a follow-up to a Saco River Recreation Plan by the Southern Maine Regional Planning Commission; and (3) Narraguagus River Plan by the Washington County Regional Planning Commission.

On-going efforts include preparation of a summary of the 1983 Assessment and Policy Plan for outdoor recreation, preparation of a river access and easement plan by a consultant, an analysis of 1982 state park camping use, and studies of the West Branch of the Union and Carrabassett Rivers.

New efforts include participation in a statewide study of the economic impact of outdoor recreation, supervision of the East Machias River Study by the Washington County Regional

Planning Commission, and construction of state park data files for a new mini-computer system in the Department of Conservation.

Finance and Community Services. The division secured approval of 48 federal Land and Water Conservation Fund Grants passed on to municipalities and school districts amounting to $3,065,900 in federal funds (50% of project costs). In addition, 19 amendments to local projects were approved, increasing participation to on-going projects by $187,700. There were four state sponsored projects and two amendments for a total of $292,000 in federal funds.

There were nine small grants for Conservation Commissions amoutning to $6,600 in state funds.

Technical assistance to communities was improved significantly through the printing and distribution of the "Community Recreation Handbook", with financial and technical help from the Cooperative Extension Service—UMO.

The staff worked closely with several other state agencies including DECS, BPI, SPO, BMR, MDOT, and others to improve park and recreation facilities and programs under their control.

Ties were strenghtened with the Maine Recreation and Park Assn., and the bureau joined with other states in the New England Consortium of State Advisory Agencies to better share technical materials and knowledge.

Direct technical assistance was given to several communities regarding facility design, development, operation and maintenance, and program planning.

The Community Parks and Recreation Advisory Board, appointed by the bureau director, consisting of nine people of various disciplines including local government, education, professional park and recreation directors, federal and state technical assistance persons, and a local recreation board member; was made a permanent part of the Division this year. The board reviewed Land and Water Conservation Fund project applications and provided input to the division for improving services to communities.

The "Recreation News" newsletter was published three times and distributed to 900 community and school officials, advising of federal grant availability, state programs, and providing information on operation, maintenance, and other technical information.

Snowmobile Division. There are 268 active snowmobile clubs in the State and the Division continued a close working relationship with them, providing assistance in program and membership development. Assistance was also provided to the clubs and interested municipalities, both technical and financial, with trail planning, development, and winter grooming. Additionally, we continued our close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities.

During the past fiscal year, the Division processed 174 club grant applications, approving 172; approved 54 municipal projects which involved 64 municipal and or county governments; and made a grant to one (1) individual to groom approximately 27 miles of regionally significant trail in a relatively remote section of Northern Maine. The total number of miles of trail included in all the snowmobile grant projects was 7,572, a slight increase over the 1982-83 season. The increase in trail mileage is expected to remain minimal because the emphasis is now being placed on improving the quality of that which exists. We continued the total administration of five (5) major snowmobile trail systems which are located on both State and private land, and several smaller use areas within the State Park system. Although the Evans Notch trail which is normally maintained by the Division through a cooperative agreement with the U.S. Forest Service, was not operational this past season, we expect that the salvage operation will be completed soon and we will be reactivating that trail for the 1984-85 season. We further expect to expand that system slightly to provide a connection with existing trails to the east and by doing so make the operation more cost effective.

Major progress was made during the past season toward the completion of the ITS (Interconnecting Trail System). For all practical purposes, the major portion is now complete and operational. The major emphasis in the years ahead will be quality improvement, relocations that will be necessary on a yearly basis because of changes in land use patterns by the landowners and deletions or additions that may be desirable to make the overall system more functional while staying within the financial resources available. The Maine Snowmobile Association Trail Committee has and will continue to play an important role in assisting us in this effort.

During the past year, the Division greatly expanded its informational materials by publishing several brochures on snowmobile related topics and published a map of the ITS and

State administered trails. The map was very popular and we intend to reprint it, after making some improvements, for the 1984-85 season.

Boating Facilities Division. Grants to local communities and others provided for completion of new or improved boat access sites at: South Twin Lake, T4 Indian Purchase; South Branch Lake, Seboeis Plantation; Rattlesnake Pond, Raymond; Blue Hill Harbor, Blue Hill; Androscoggin Lake, Wayne; Beech Hill Pond, Otis; Saco River, Saco; Mattakeunk Lake, Lee; Porter Lake, Strong; Penobscot River, Hampden. State development provided for completion of new or improved boat access sites at: Cupsuptic River, T4 R3 and Penobscot River, Frankfort. As authorized by Legislature, deeded to Towns with provision for on-going public boat access, properties at Long Pond, Mt. Desert; Pemaquid River, Bristol; and Rockport Harbor, Rockport.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Memorials—free
4. Rules & Regulations for the Allagash Waterway—free
5. The Forts of Maine — available at Forts and State Museum—$1.90 plus tax ($2.50 if mailed)
6. Maine Rivers Study—$10.00
7. Survey of 1982 State Park Day Use Visitor Characteristics—free
8. Maine Public Facilities for Boats Program—free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,413,556	2,154,435	259,121			
Health Benefits	97,737	84,286	13,451			
Retirement	359,296	319,142	40,154			
Other Fringe Benefits	16,749	15,132	1,617			
Computer Services—State	750	750				
Other Contractual Service	316,420	235,459	80,961			
Rents	1,253	915	338			
Commodities	120,018	90,943	29,075			
Grants—Subsidies—Pensions	417,853	12,741	396,300		8,812	
Equipment	140,951	52,400	88,551			
Transfers to Other Funds	7,350		7,350			
TOTAL EXPENDITURES	3,891,933	2,966,203	916,918		8,812	

DIVISION OF PLANNING AND PROGRAM SERVICES

ANNEE TARA, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 24, 1977 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, long-range departmental planning, and the Maine Conservation Corps.

CONSERVATION

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division now Deputy Commissiner.

PROGRAM: The Division has four sections. They are: Public Information & Education, Legislation, Planning, and the Maine Conservation Corps. (The Maine Conservation Corps appears as a separate section of this report.) The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The objectives of the Public Information & Education Section are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote intra-Departmental understanding and cooperation. The Section prepares and distributes news releases and feature stories and arranges interviews of Department personnel with print and broadcast media. In addition, the Section coordinates special projects such as participation in shows and exhibits and represents the Department on statewide committees involving education and tourist promotion. As a service to other programs in the Department, the Information & Educational Section distributes news clippings twice a week, distributes audio-visual materials and equipment, reviews reports and publications, prepares and distributes a Departmental newsletter. The Section prepares and revises informational folders and maintains a photo file.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, advises the Governor's Office on the merits of legislation presented to him for his signature.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern. During the past fiscal year these matters have included an approach for addressing the projected spruce-fir supply shortfall, the forest campsite program, and issues surrounding the question of wood energy, particularly with regard to the adequacy of supply, and preparation of a Departmental response to hydropower applications.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

PUBLICATIONS:

Each of the following publications are available "free of charge" from the Department of Conservation.

1. Outdoors in Maine
2. Maine Forest Facts
3. Buying Woodland as an Investment
4. Maine's Public Boating Facilities Program
5. The Bureau of Public Lands: Seeking Improved Growth in a Diversified Forest
6. The Challenge of Abundance: Forest Marketing and Assessment Program
7. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
8. Weeding Young Forest Stands
9. Cost and Income Treatment on Small Woodlots
10. Boundary Information

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

BUREAU OF PUBLIC LANDS

ROBERT H. GARDINER, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551
Average Count—All Positions: 35 *Legislative Count:* 0
Organizational Units:
Operations Planning Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into three administrative divisions (Business Management, Planning and Operations) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program. The Planning Division, along with its generalized planning function, is responsible for administration of the Coastal Island Registry. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less—and all but about 75,000 acres of it had been placed beyond public access through the earlier sale of timber and grass rights.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and, as of this writing, projects further growth of about 50,000 acres, more or less. Of equal significance, the State has also succeeded in consolidating most of the small and scattered parcels (Public Lots) into a few larger management units, ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat (including plant communities) identified by the State Critical Areas Program. Although the program is described as "multiple use", it is more properly applied as "dominant use"—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau's recreational program. In situations where a dominant use is particularly sensitive—critical areas, for example—secondary uses may be constrained entirely.

Resources. The following material is designed to reflect a summary of the Bureau's resource programs.

(1) Timber Management. Timber management is the chief manipulative tool available to foresters for the management of the forest environment whether for commercial purposes (revenue production), recreation site develpment, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—an available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 60,000 and 80,000 cords of timber (all products), supporting an annual budget of about $800,000. This revenue is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) Recreation. The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials area vailable from the Bureau for people interested in visiting these areas. The Bureau's management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the "backcountry" experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau's recreation program is devoted to camplot leases—some 420 of which exist on the Public Reserved Lands, as a result of policies in effect years' ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) Wildlife. The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of "riparian zones"—a five-chain strip along all water resources and wetlands in which wildlife resources are managed as the "dominant" of the several multiple uses.

(4) Soil/Water Management. All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "people" have access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands is currently under development.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 150 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	430,755		430,755			
Health Benefits	22,323		22,323			
Retirement	62,311		62,311			
Other Fringe Benefits	3,545		3,545			
Computer Services—Comm.	435		435			
Computer Services—State	4,108		4,108			
Other Contractual Service	204,131		199,368		4,763	
Rents	12,076		12,076			
Commodities	20,856		20,856			
Grants—Subsidies—Pensions	29,458		29,458			
Buildings and Improvement	3,186		3,186			
Equipment	20,154		20,154			
Transfers to Other Funds	13,839		13,839			
TOTAL EXPENDITURES	827,177		822,414		4,763	

KEEP MAINE SCENIC COMMITTEE
ELIZABETH PYNCHON, PART-TIME COORDINATOR

Central Office: AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633
Average Count—All Positions: ½ *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding is litter fines. A part-time coordinator conducts the day-to-day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

PROGRAM: The Keep Maine Scenic Committee's program has two main focuses:

Education. The Keep Maine Scenic Committee distributed free of charge litter bags and teaching kits on litter, solid waste, and the use of resources in Maine to individuals, schools, and organizations. Numerous requests for information on litter, community improvement projects, and the "Bottle Bill" were filled. The Committee carried out, for its second year, a Community Beautification Matching Grant Program to assist municipalities throughout the State of Maine in completion of environmental and beautification programs, and to encourage greater citizen involvement in this area. All organized cities, towns, and plantations were eligible to apply. Grants were awarded to eight municipalities and a regional Planning and Development Council ranging from $150 to $500. All grants are matched by the municipalities and any unexpended balance retained by the Committee.

Promotion. The Keep Maine Scenic Committee administered the annual Sears/Keep Maine Scenic Award Program, which honors that Maine community which, in the judgement of the Committee, has best utilized its financial resources and local talent to improve a significant feature of its environment. Auto litter bags and Teachers Kits on Litter and Waste were widely disseminated through State and private organizations, and area schools. News releases were prepared and distributed to newspapers and radio stations around the State of Maine.

PUBLICATIONS:

Litter Bags
Classroom Kit on Litter and Waste

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,923		1,923			
Commodities	39		39			
Grants—Subsidies—Pensions	2,300		2,300			
Transfers to Other Funds	259		259			
TOTAL EXPENDITURES	4,521		4,521			

DIVISION OF SPRUCE BUDWORM MANAGEMENT

THOMAS RUMPF, Forest Insect Manager
ANCYL THURSTON, Supervisor of Forestry Operations

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
Average Count—All Positions: 34 *Legislative Count:* 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, (7) provision of regulatory review, and (8) provision of utilization and management assistance programs (MRSA Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was originally established in 1976.

In 1980, the Legislature revised the purpose and direction of the Division through adoption of the Spruce Budworm Management Act. The major provisions of the Act were (1) creation of a voluntary Spruce-Fir Forest Protection District; (2) creation of a two tiered excise tax to support the program, including a spray tax on all lands sprayed in a given year, and a shared tax on all acres within the Protection District; (3) creation of a Settlement Corridor along all publicly maintained roads within the District, within which local communities have the authority to restrict the state spray program; (4) a General Fund contribution to support research into alternatives to chemical pesticides for budworm control; (5) establishment of a Human Health Monitoring Program; and (6) authorization of a wood supply/demand analysis.

In June of 1983 the Maine Spruce-Fir Wood Supply/Demand Analysis was completed. The analysis projected that without a significantly increased investment in intensive forest management and improved wood utilization, as well as continued protection, a serious shortfall in spruce and fir timber supply will occur by the second decade of the 21st century. The Department is currently analysing opportunities for State action to facilitate the needed investments, and will recommend a course of action to the Governor by September, 1984.

PROGRAM: The major activity for the 1984 fiscal year was the conduct of the 1984 suppression project. This project treated 625,000 acres with chemical and biological insecticides at a cost of $5,150,000. The area treated with biological insecticides was increased to 30% of the total project area in 1984. A long term environmental monitoring project continued in 1984 with the sampling of permanent plots throughout the Spruce Fir Forest Protection District. A Human Health Monitoring program was carried out by the Bureau of Health.

Research projects were conducted on a variety of subjects including: (1) thinning of dense sapling/pole stands to accelerate growth; (2) evaluation of a more potent agent for biological control of spruce budworm; (3) development of a forest growth model as a tool for landowners to analyze their individual wood supply futures; (4) a review of silvicultural release of seedling and sapling spruce-fir stands; (5) a review of the state of the art in protecting red spruce from budworm damage; and (6) the use of a synthetic plant hormone to reduce budworm damage on red spruce.

PUBLICATIONS:

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983, 94 pp+.

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine, 56 pp.

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis, 21 pp.

Spruce Budworm in Maine: History, Biology, Management, 4 pp.

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation, 4 pp.

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985, 79 pp+.

1983 Spruce Budworm Environmental Assessment, 46 pp+.

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, and 83/84.

Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, and 83.

Spruce Budworm Research in Maine—A User's Guide, 1979, 175 pp.

Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82 and 83.

Fate of Carbaryl in Maine's Spruce-Fir Forest, 50 pp.

Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	801,324		801,324			
Health Benefits	32,858		32,858			
Retirement	119,597		119,597			
Other Fringe Benefits	4,624		4,624			
Computer Services—Comm	10,166		10,166			
Computer Services—State	575		575			
Other Contractual Service	3,523,158	24,873	3,498,285			
Rents	47,165		47,165			
Commodities	1,062,409	896	1,061,513			
Grants—Subsidies—Pensions	135		135			
Equipment	45,026		45,026			
Transfers to Other Funds	48,465		48,465			
TOTAL EXPENDITURES	5,695,502	25,769	5,669,733			

COUNCIL OF ADVISORS ON CONSUMER CREDIT

LYNN K. GOLDFARB, CHAIRWOMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection.

MAINE CORRECTIONAL ADVISORY COMMISSION

STEPHEN DUBORD, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studies the policies and programs of the Department of Corrections and issues a report to the Governor, Legislature and Commissioner of Corrections as required by statute.

PUBLICATIONS:

Annual Report issued 12/31/75 (paid for by Paula Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)
Annual Report issued 12/17/79

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34A M.R.S.A., Sect. 1202
Average Count—All Positions: 807 *Legislative Count:* 854.5

Organizational Units:

- Division of Probation and Parole
- Maine State Prison
- Community Correctional Services
- Maine Correctional Center
- Maine Youth Center
- Charleston Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders. In 1969, the Division of Probation and Parole was created to administer probation and parole services.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components on the following pages except for the following:

Community Corrections: The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

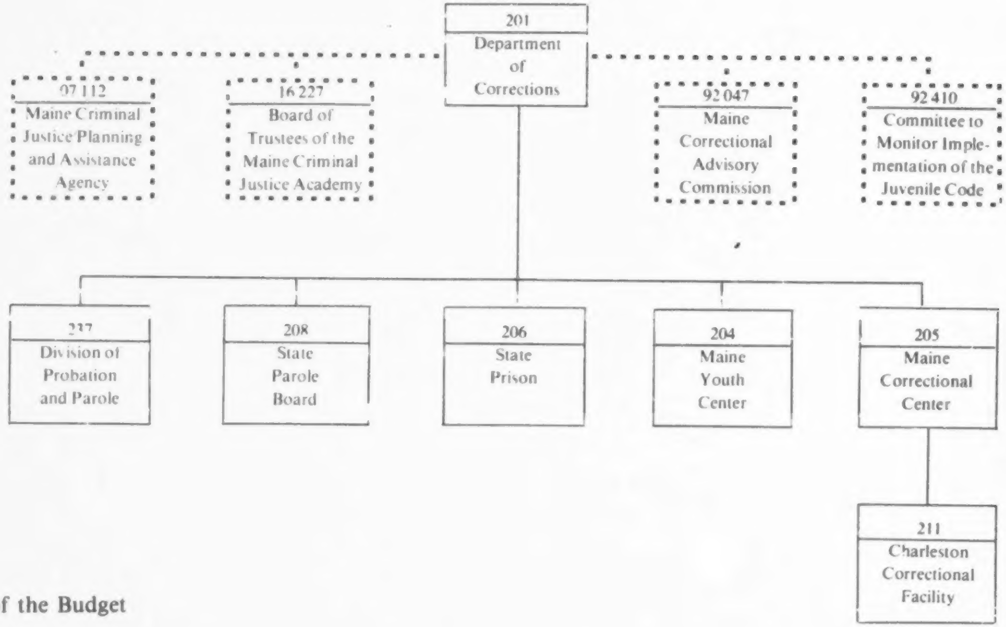
A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

Correctional Training Program. The 108th session passed into law mandatory training for

ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03


201
Department of Corrections
07 112
Maine Criminal Justice Planning and Assistance Agency
16 227
Board of Trustees of the Maine Criminal Justice Academy
92 047
Maine Correctional Advisory Commission
92 410
Committee to Monitor Implementation of the Juvenile Code
217
Division of Probation and Parole
208
State Parole Board
206
State Prison
204
Maine Youth Center
205
Maine Correctional Center
211
Charleston Correctional Facility

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF CORRECTIONS

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	15,383,325	15,040,126	61,143		282,056	
Health Benefits	839,774	819,314	3,904		16,556	
Retirement	3,016,147	2,962,746	9,514		43,887	
Other Fringe Benefits	88,705	86,882	365		1,458	
Computer Services—Comm.	4,725	4,625			100	
Computer Services—State	5,559	5,559				
Other Contractual Service	3,451,551	3,189,004	142,803		36,977	82,767
Rents	111,854	110,515			295	1,044
Commodities	2,680,915	2,611,824	476		7,863	60,752
Grants—Subsidies—Pensions	1,895,180	1,701,981	28,576		164,623	
Buildings and Improvement	66,250	58,122				8,128
Equipment	140,932	135,474	5,458			
Transfers to Other Funds	429,263	5,598	2,258		164,037	257,370
TOTAL EXPENDITURES	28,114,180	26,731,770	254,497		717,852	410,061

all correctional officers working in municipal, county, and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop program and services which are needed by the youth of the state.—Free

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	484,279	371,915	61,143		51,221	
Health Benefits	20,430	12,892	3,904		3,634	
Retirement	78,721	61,237	9,514		7,970	
Other Fringe Benefits	2,284	1,654	365		265	
Computer Services—Comm.	2,362	2,262			100	
Computer Services—State	2,550	2,550				
Other Contractual Service	1,208,624	1,039,067	140,993		28,564	
Rents	6,593	6,298			295	
Commodities	776,190	775,362	171		657	
Grants—Subsidies—Pensions	1,474,439	1,288,765	30,376		155,298	
Buildings and Improvement	66,250	58,122				8,128
Equipment	2,807	1,272	1,535			
Transfers to Other Funds	169,892	5,598	2,245		162,049	
TOTAL EXPENDITURES	4,295,421	3,626,994	250,246		410,053	8,128

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta Telephone: 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: January 15, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sec. 1203
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy for the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional institutions through the office of Advocacy of the Department of Mental Health and Corrections. The Department now has a full time Chief Advocate located in the central office and a full time advocate at the State Prison in Thomaston. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff, in cooperation with the Chief Advocate. Organizational plans include the appointment of a permanent full time advocate for the Maine Youth Center and the Maine Correctional Center.

PROGRAM: The Office of Advocacy routinely handles complaints and requests on a daily basis for inmates at the State Prison, and at other institutions operated by the Department of Corrections. The office is also frequently contacted by family members of inmates who have questions or complaints, and by persons from other public and private agencies.

The Office of Advocacy has been involved, in the past year, in widening its scope and making its services more available to correctional inmates and clients. It is the policy of the Office that adequate advocacy services provide an effective means in helping to diminish unrest at correctional institutions and in helping both inmates and staff to find appropriate avenues for the resolving of complex disagreements.

Civil legal services are provided for correctional clients through a contract agreement with Advocacy, Inc., which handles civil legal problems at no cost to clients referred by the Office of Advocacy. This contract also provides for legal services and post conviction review for Maine inmates who are being held in institutions outside the State of Maine.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine
Telephone: 285-3307
285-3308
289-2060
Mail Address: Charleston, Maine 04422
Established: 1980
Sunset Review Required by: June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601
Average Count—All Positions: 53
Legislative Count: 57

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15 Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the main institution and to provide a greater degree of flexibility and progression in the State's Correctional System.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have been involved in several restitution projects for the surrounding communities. These projects have included road and building repairs at the Peaks-Kenny State Park in Dover-Foxcroft, extensive restoration and grounds work for the Department of Inland Fisheries and Wildlife in Greenville, cutting and clearing of a Fire Lane surrounding the Charleston's Town Dump, construction of a large addition to the Kenduskeag Elementary School, several roofing jobs for local municipal buildings and the construction of boat docks for the Dover-Foxcroft public landing. The vocational training program has been developed at this facility that include woodharvesting, building maintenance, and welding. Since the recent conversion of the oil boilers to wood burning, inmates have the opportunity to earn Boiler Operator's Licenses. In addition to the vocational programs, a GED academic program has been developed. Also, with the cooperation and guidance of the Department of Conservation, interested inmates at this facility are trained to assist in the fighting of forest fires. Presently, the inmates are on stand-by status as a back-up for the Department of Conservation.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base located in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30 year lease for the facility. The Charleston Correctional Facility is located within the administrative structure of the Maine Correctional Center, and the center has primary responsibilities for the facility's development.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institution prior to their transfer to the Charleston Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston Facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

Dental: Necessary dental care is provided to an inmate in the main institution prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Corrections Officer to Dover-Foxcroft for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston Facility weekly. Inmates are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group activities.

Religious Services: A local minister, Rev. Victor Stanley has provided his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volley ball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

Medical: There is no medical staff at the Charleston Facility. Inmates with major medical problems are not transferred to Charleston. There is a nurse under contract that screens minor medical problems for necessary treatment and makes any necessary referrals.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	817,867	817,867				
Health Benefits	53,762	53,762				
Retirement	149,752	149,752				
Other Fringe Benefits	4,478	4,478				
Other Contractual Service	147,535	147,535				
Rents	65	65				
Commodities	111,073	111,073				
Grants—Subsidies—Pensions	3,102	3,102				
Equipment	11,415	11,415				
TOTAL EXPENDITURES	1,299,049	1,299,049				

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT
JAMES R. CLEMONS, Assistant Superintendent, Care Custody and Security
HAMILTON W. GRANT, Assistant Superintendent, Rehabilitative Services

Central Office: 119 Mallison St., So. Windham *Telephone:* 892-6716
289-2127
Mail Address: 119 Mallison St., So. Windham, Maine 04082
Established: 1919 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401
Average Count—All Positions: 159 *Legislative Count:* 169
Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

Education Program. This program has a teacher-principal, a guidance counselor and one academic teacher who are State funded, and one academic teacher who is federally funded. These staff people are responsible for academic instruction, including (but not limited to) Remedial Reading, High School EQuivalency (GED), High School Completion and post secondary classes when needed. The academic programs are taught on a semi-tutorial basis with each individual's program being tailored to meet his needs in a setting conducive to the learning process and at the same time to inculcate an appreciation of the value of an education for the individual.

There are ten instructors and one job developer in the vocational area, six of whom are state funded. Through these instructors, the center offers instruction in Building Trades, Small Engine and Automotive Repair, Graphic Arts, Welding, Meat Cutting, Household and Industrial Electricity, Automotive Front End Work, Industrial Stitching and Upholstery, Pre-Vocational Shop and Business and Office Procedures. In addition courses in Art and Home Economics, both state funded, are offered.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has an additional responsibility of the Charleston Correctional Facility and Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,281,165	3,172,738			108,427	
Health Benefits	179,947	173,876			6,071	
Retirement	603,310	586,439			16,871	
Other Fringe Benefits	16,833	16,264			569	
Computer Services—Comm.	826	826				
Computer Services—State	876	876				
Other Contractual Service	560,251	560,142	109			
Rents	2,132	2,132				
Commodities	537,479	536,907	302		270	
Grants—Subsidies—Pensions	66,788	59,263	—1,800		9,325	
Equipment	29,311	26,316			2,995	
Transfers to Other Funds	864		2		862	
TOTAL EXPENDITURES	5,279,782	5,135,779	1,608		142,395	

JUVENILE JUSTICE ADVISORY GROUP

A. L. CARLISLE, CHAIRMAN
GERALDINE BROWN, Juvenile Justice Specialist

Central Office: Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* Exec. Order 16FY 81/82

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group: advises the Governor and the Legislature on matters related to delinquency and the prevention of delinquency and the requirements of the Act for detaining and incarcerating juveniles; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

CORRECTIONS

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979 and authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982. The appropriation which supports staff for this function was transferred to the Department effective July 1, 1983.

PROGRAM: The Federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY 84 was $225,000, including funds for grants programs and administration. Of this amount, $16,875 is allocated for the administration of the program and $11,250 is allocated for the expenses of the JJAG, leaving $196,875 for grants to private-not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act, and to develop the Comprehensive Juvenile Justice and Delinquency Prevention Plan for 1985 to 1987. In addition, its several standing and ad hoc committees meet as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants Committee reviewed all applications for JJAG funds and developed recommendations for JJAG action on the proposals. Among programs funded in FY 84 were: Bridgebuilders, a school-based prevention project administered by Families United of Washington County; the Court and Community Evaluations Project of Youth and Family Services of Somerset County which performs diagnostic evaluations of adjudicated offenders for the courts; the JJAG's Jail Monitoring Project which provides staff services for lock-ups and the continuing JJAG monitoring to ensure compliance with the Act; the expansion of emergency foster care services into York County by Little Brothers of Greater Portland; and, the continuation of emergency foster placements in Penobscot County and adjacent areas under the auspices of Diocesan Human Relations Services.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 111th Legislature which might affect juveniles. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Legislative Committee is responsible for all JJAG initiated legislation, although there was none in the most recent session.

Jail Monitoring Committee. The Jail Monitoring has continuing responsibility to monitor Maine's jails and lock-ups to ensure compliance with Act requirements and State standards which require that juveniles who are held in adult-serving facilities are housed only in areas which provide sight and sound separation from adults, and that youth who are charged with offenses, which would not be crimes were they adults, are not confined in such facilities. The Committee found the State in complete compliance for the most recent reporting period, federal FY 83. The second continuing responsibility of the Committee, to oversee the JJAG's initiative to remove juveniles from all adult serving facilities by December 1985 to comply with the 1980 amendments to the Act, has been the highest priority for FY 84. The Committee has formulated a removal plan, his drafted implementing legislation which the JJAG will submit to the 112th Legislature, and will authorize a pilot project which will begin in October 1, 1984 to test the costs and effects of removal in a four-county area.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Education and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 84 will culminate in the publication of the statewide plan in the summer of 1984. The JJAG's own Prevention Committee cooperated, as well, with other State agencies, such as the United Way of Greater Portland, in prevention planning and the evaluation of prevention projects in FY 84.

Juvenile Justice Day Committee. This ad hoc committee is reconstituted annually to recognize exemplary contributions in the area of youth services or to focus public attention on a special problem facing the State's youth. In FY 84, this committee's agenda has been to develop a video presentation describing the options available to youthful victims of physical and sexual abuse. The program, whose theme is justice for juveniles, will be broadcast during school hours to middle school students in the fall term of 1984.

Violent and Chronic Youthful Offender Committee. The most recently constituted ad hoc committee proposes to assess the treatment and security needs of this group of offenders, to develop a strategy for presentation to the 112th Legislature and Corrections managers. Committee activities to that end were initiated in the second half of FY 84.

Additional activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies who request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Funds and planning assistance for training directed to improving the skills of those who are employed in some component of the juvenile justice system are available through the JJAG's training program. It possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1985/1987.
Report to the Governor (FY 1984)
JJAG Newsletter, Quarterly

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUVENILE JUSTICE ADVISORY GROUP	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,426	20,426				
Retirement	3,209	3,209				
Other Fringe Benefits	126	126				
Other Contractual Service	5,914	5,914				
Commodities	446	446				
TOTAL EXPENDITURES	30,121	30,121				

STATE PAROLE BOARD

ROBERTS J. WRIGHT, CHAIRMAN
PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bimonthly. It may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment revocation cases at the Maine Youth Center to determine if a violation has occurred and, if one has occurred, to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

Maine State Parole Board Action
Annual Report
Fiscal Year—1983/1984

Adult

Paroled	14
Paroled & Discharged	0
Paroled & Discharged (to new sentence)	1
Denied	35
Continued (Resolved)	3
(Pending)	3
Total Parole Eligible	56
Early Discharge Requests	6
Others	8
Total Cases Heard	70

During the fiscal year 1983/1984, the Parole Board met a total of 8 times and considered 70 cases; 16 parole violators were heard and no early discharges were granted.

Juvenile

The Maine Parole Board met 6 times at the Maine Youth Center during the period January 1 through June 30, 1984. Of the 25 juveniles referred for entrustment violation proceedings, 21 were found in violation and 3 were determined not to have violated their entrustment. One complaint was withdrawn. The 21 juveniles found in violation were recommended by the Parold Board to be returned to the Maine Youth Center for completion of a standard credit program or to be held until a suitable residential setting could be found in the community.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,889	18,889				
Health Benefits	918	918				
Retirement	2,138	2,138				
Other Fringe Benefits	70	70				
Other Contractual Service	6,334	6,334				
Commodities	534	534				
Equipment	760		760			
TOTAL EXPENDITURES	29,643	29,643				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN
JOSEPH SMITH, Deputy Warden
LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34 M.R.S.A., Sect. 551
Average Count—All Positions: 266 *Legislative Count:* 272
Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

CORRECTIONS

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with the prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operating in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. Substance abuse as a major treatment problem has been recognized and addressed by staff. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer imvolvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. The prison's Bolduc MSU houses about 75 inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses about 25 inmates who are on institutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,827,601	4,816,332			11,269	
Health Benefits	281,917	281,180			737	
Retirement	1,162,347	1,160,594			1,753	
Other Fringe Benefits	29,697	29,633			64	
Computer Services—State	656	656				
Other Contractual Service	965,226	879,237	597		2,625	82,767
Rents	12,784	11,740				1,044
Commodities	903,683	840,763	3		2,165	60,752
Grants—Subsidies—Pensions	276,077	276,077				
Equipment	66,934	66,006	928			
Transfers to Other Funds	257,523		4		149	257,370
TOTAL EXPENDITURES	8,784,445	8,362,218	1,532		18,762	401,933

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34A M.R.S.A., Sect. 5401

Average Count—All Positions: 93 *Legislative Count:* 99

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. The Division consists of adult probation and parole officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition, when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Clients Under Supervision

Informal Adjustment	Probationers		Parolees	
Juveniles	Adult	Juveniles	Adult	Juveniles (Entrustment)
700-(approx.)	3,000-(approx.)	650-(approx.)	70-(approx.)	200

Total Under Supervision: 4620*
(6/30/84)

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:

Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,953,976	1,953,976				
Health Benefits	90,658	90,658				
Retirement	305,252	305,252				
Other Fringe Benefits	14,211	14,211				
Computer Services—Comm.	50	50				
Other Contractual Service	241,541	241,541				
Rents	83,052	83,052				
Commodities	21,119	21,119				
Grants—Subsidies—Pensions	47,993	47,993				
Equipment	10,521	10,521				
TOTAL EXPENDITURES	2,768,373	2,768,373				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 879-4000
Mail Address: 675 Westbrook Street, South Portland, Maine 04106
Established: March, 1853 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801
Average Count—All Positions: 221 *Legislative Count:* 220

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department which encompasses cottage life, control units, intensive care units, the Hayden Special Treatment Unit has continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff, through this active participation, have become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintain contact with families and community organizations of residential students during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the Interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with estabished community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the express function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population — both male and female. Title 1 ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a halfway coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP).

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide psychological testing, interviewing, cottage friendships, sewing, knitting, art, fly tying and model building.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with respective physician until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,999,548	3,888,409			111,139	
Health Benefits	212,142	206,028			6,114	
Retirement	714,627	697,334			17,293	
Other Fringe Benefits	21,132	20,572			560	
Computer Services—Comm.	1,487	1,487				
Computer Services—State	1,477	1,477				
Other Contractual Service	322,040	315,148	1,104		5,788	
Rents	7,228	7,228				
Commodities	330,837	326,066			4,771	
Grants—Subsidies—Pensions	26,781	26,781				
Equipment	19,184	19,184				
Transfers to Other Funds	984				977	
TOTAL EXPENDITURES	5,657,467	5,509,714	1,111		146,642	

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers attend ongoing workshops conducted by the Maine State Archives on document restoration, and are provided with technical assistance by other units of the Maine State Archives.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1984: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

FREDERICK M. BECK, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: During FY 84, the Critical Areas Advisory Board met three times: December 8 (Augusta), February 23 (Augusta), and June 14 (Ellsworth). Based upon the Board's recommendations, 71 areas were added to the Register, bringing the total to 526 on the Register of Critical Areas. A few areas were added to the list of areas that meet the guidelines of the program but were not registered because the landowners could not be contacted, or because registrations would be detrimental to the conservation of the area.

An annual status check of 425 registered areas received a 97% response. Most of the critical areas remain protected on a voluntary basis and undisturbed.

The Board made significant contributions to the program's efforts to work with the Bureau of Public Lands.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers &
  Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Eiders
Horsehoe Crab
Mountains
Mountain-laurel
Sassafras
White Oak
Eskers
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Katahdin Arctic Butterfly
Alpine Tundra
  Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Tupelo
Shagbark Hickory
Waterfalls
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High
  Diversity Areas
Coastal York County
  Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak
Bog Elfin
White Pine
Gorges

CRITICAL AREAS

Petroglyphs
Brachiopods
Common Terns, Arctic
  Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls
Old Growth Forests
Furbush Lousewart
Sub-Arctic Coastal Plants
Coastal Peatlands
Priapulids
White Pine
Petroglyphs
Gorges
Old Growth White Oak
Old Growth Shagbark Hickory
Eskers
Jack Pine
The Great Heath
The Mahoosac Mountains
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Arethusa

Telos Public Lot
Bigelow Mountain
Jasper Beach

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Waterfalls
Atlantic White Cedar
Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Docks
Intertidal Marine Invertebrates
Shagbark Hickory
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds
Gorges
Tupelo

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1984: Expenditures amounted to $33,735 in FY 84 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37B M.R.S.A. Sect. 1

Average Count-All Positions: 149.5 State, 711 Federal
Legislative Count: 139.5 State, 691 Federal

Organizational Units:
- Military Bureau
- Bureau of Civil Emergency Preparedness
- Bureau of Veterans Services
- Maine Veterans Memorial Cemetery
- Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

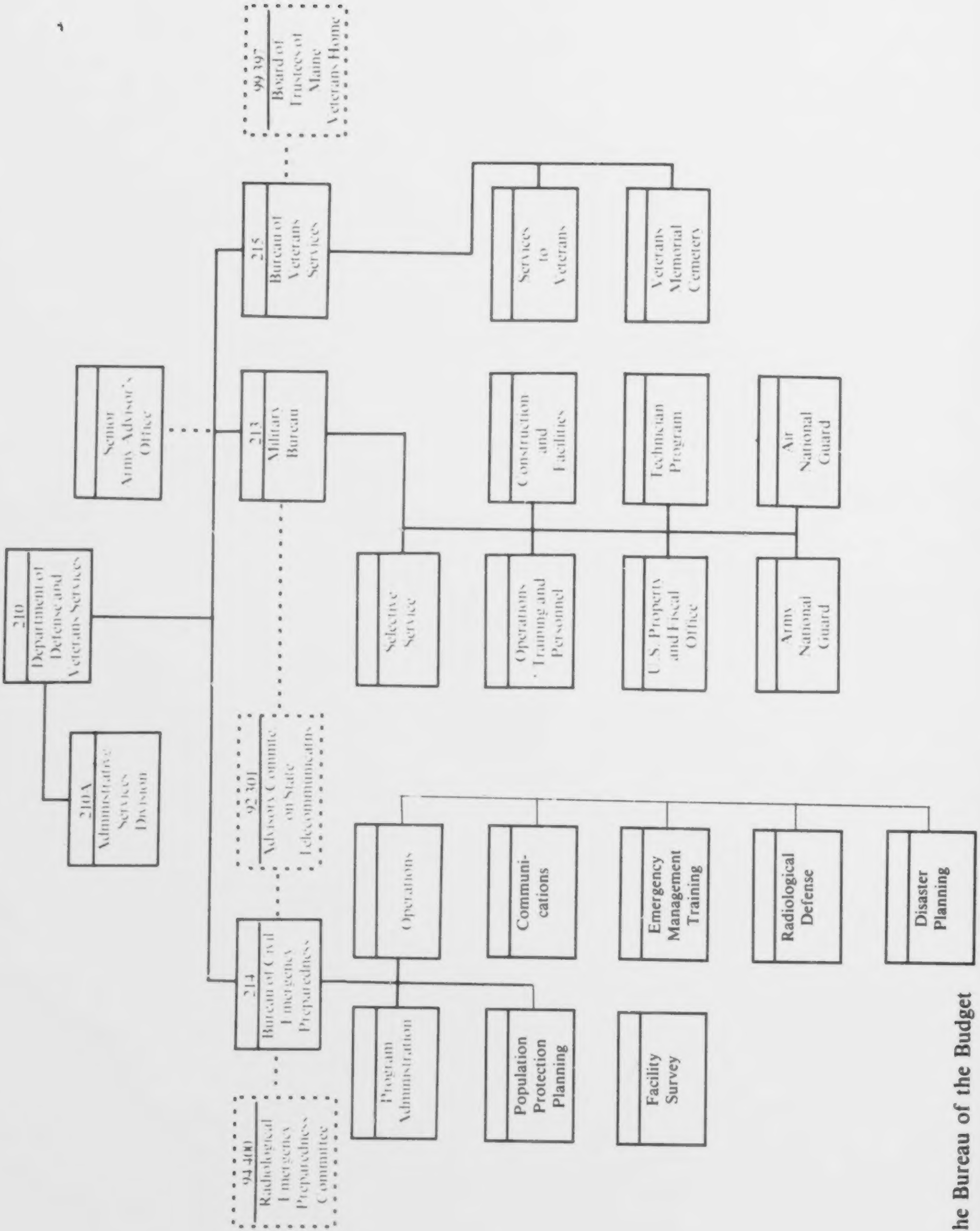
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	85,589	85,563				26
Buildings and Improvement	73,733	73,733				
TOTAL EXPENDITURES	159,322	159,296				26

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS SERVICES
UMB 15


210
Department of Defense and Veterans Services
210A
Administrative Services Division
Senior Army Advisor's Office
215
Bureau of Veterans Services
99 397
Board of Trustees of Maine Veterans Home
Services to Veterans
Veterans Memorial Cemeteries
213
Military Bureau
Construction and Facilities
Technician Program
Air National Guard
Selective Service
Operations, Training and Personnel
U.S. Property and Fiscal Office
Army National Guard
92 301
Advisory Committee on State Telecommunications
214
Bureau of Civil Emergency Preparedness
94 400
Radiological Emergency Preparedness Committee
Operations
Communi-cations
Emergency Management Training
Radiological Defense
Disaster Planning
Program Administration
Population Protection Planning
Facility Survey

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,365,313	1,946,642			418,671	
Health Benefits	152,163	122,600			29,563	
Retirement	372,794	307,029			65,765	
Other Fringe Benefits	12,815	10,560			2,255	
Other Contractual Service	800,063	654,242	67,176		78,619	26
Rents	13,308	13,308				
Commodities	482,638	474,433			8,205	
Grants—Subsidies—Pensions	796,374	425,055			371,319	
Buildings and Improvement	73,733	73,733				
Equipment	96,740	57,195	17,885		21,660	
Transfers to Other Funds	55,390		564		54,826	
TOTAL EXPENDITURES	5,221,331	4,084,797	85,625		1,050,883	26

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37B M.R.S.A., Sect. 1
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contract, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members have reached the final stages of converting the major portion of our manual systems and to offer an information base to our Program managers that will assist them in their daily operational decision process and thereby enhance management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	143,915	143,915				
Health Benefits	7,295	7,295				
Retirement	25,724	25,724				
Other Fringe Benefits	698	698				
Other Contractual Service	925	925				
Commodities	572	572				
Equipment	165	165				
TOTAL EXPENDITURES	179,294	179,294				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

RICHARD D. DUTREMBLE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333
Established: 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37B M.R.S.A. Sect. 701
Average Count-All Positions: 21 *Legislative Count:* 10

Organizational Units:
Administrative
Communications
Disaster Assistance
Operations
Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disasters. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing Emergency Operating Centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or rescind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency's allocation of federal matching funds for fiscal year FY 84 for personnel and administrative services was $545,244. It covers the federal fiscal year of October 1, 1983 through September 30, 1984. The funds are distributed by the State CEP Headquarters based on Annual Submission Requests from 80 towns, 16 counties and the State Headquarters. This represents 50% of the funding and the other 50% is provided by state, county and local funding.

Maintenance and recurring costs is also funded 50% by the federal government and 50%

by the state, county and local jurisdictions. The amount of federal allocation for this program is $42,500. These funds are used for maintaining the communication and warning systems set up throughout the state. In addition, the following programs are funded 100% by FEMA.

Population Protection Planning	$122,000
Facility Survey	30,000
Radiological Systems Maintenance	45,000
Disaster Planning	25,000
Radiological Defense Officer	35,000
Emergency Management Training	61,500

All of the above programs are under a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Civil Emergency Preparedness Bureau.

Direction and Control. Direction and control is maintained through the Bureau's Emergency Operations Center, located in the basement of the State Office Building, in Augusta. We have direct contact with the 16 counties by telephone, radio and teletype with the county headquarters acting as liaison to the local towns. This enables the State Headquarters to furnish coordinated efforts during a time of emergency.

Natural Disaster. Action was initiated to review the existing risk and vulnerability analysis section of the Natural Disaster Plan. This action is necessary in an effort to determine if any new potential hazard situations may exist in the State of Maine.

Work was essentially completed in developing a procedure(s) for the Individual and Family Grant program (IF&G). This unique program may be implemented subsequent to a major disaster declaration with the knowledge and concurrence of the Executive Department. When completed this program provides a conduit for disaster victims to receive emergency funds to meet necessary expenses which may not be met by other existing federal disaster assistance programs.

In addition to the above the Natural Disaster staff was directly responsible for updating several bureau documents, issuing a Disaster Assistance Guide, maintaining liaison with all elements of Maine state government and participating or observing mock disaster drills throughout the state.

Population Protection. Population Protection is a Federal Emergency Management Agency (FEMA) program designed to provide a comprehensive planning capability applicable to all hazards. The program provides for developing, exercising and maintaining a single generic emergency plan which contains annexes delineating tasks and procedures for coping with the effects of disasters. This involves the integration into a single plan for each government a variety of hazard-specific planning initiatives that were developed by various state and local agencies. The intent of this activity is to accomplish planning which will protect the people from the hazards their community is likely to face. Commonalities exist in the planning requirements for individual hazards; providing a unified, integrated approach to satisfying those requirements reduces the redundancies that appear in hazard-specific plans. Important features include the coordination of all response agencies, the validation of the emergency plan through an exercise program and the development of public information materials to help insure that the public is aware of the appropriate actions to take in an emergency.

During fiscal year 1984, county and local governments were assisted in a three step process to initiate the integration of emergency management activities: an analysis of the hazards which could impact on the area, an assessment of the jurisdiction's current capability to deal with these hazards as well as the identification of deficiencies, and a long term plan to develop needed capabilities.

Nine regional briefings were held to explain this new planning concept to local and county CEP directors. Elected officials then were asked to approve State staff assisting their jurisdiction in identifying the hazards to which they are vulnerable. Fifteen (15) local jurisdictions requested and were given detailed briefings on the program at this time. Ninety-two (92) jurisdictions gave their approval for the process to begin and appointed members to a Hazard Analysis Team. Five regional training workshops were held for team members to assist in the completion of a hazard analysis. One hundred and eighteen (118) hazard analyses were completed. As of June 1984, fifty-nine (59) hazard analysis reports have been written and returned to the communities for their final approval.

The first Emergency Operating Plan using this concept is under development for the City of Lewiston and will be completed in the coming year. This has been a joint effort by the city and county personnel, with technical assistance supplied by MECEP. It will be one of the first developed in the state and will be a part of the comprehensive plan for Androscoggin County. When completed the Androscoggin County and Lewiston plans will be examples of a more efficient and comprehensive response capability for the protection of the population.

Facility Survey Program. This is a Federal Emergency Management Agency (FEMA) funded program which began in the State of Maine in May of 1984. Principle activities this year involved the training of a newly employed Civil Engineer.

The Facility Survey Program provides data that is an essential element to Population Protection Planning. Expected outputs will include surveys to identify the physical and architectural characteristics of existing buildings that contribute to the protection of people from all hazards. This will involve converting and expanding the existing shelter datra base by determining the suitability and capacity of such buildings to shelter people from multiple hazards including adaptability of facilities to provide emergency lodging and feeding. In addition, surveys will identify life support systems and resources needed in emergencies. Technical assistance will also be provided to local government in identifying potential Emergency Operations Centers and their development and to the television and radio stations in the state in support of the Emergency Broadcast System.

Emegency Communications networks link the State Emergency Operations Center (EOC) with numerous public and private organizations. The CEP radio system provides two Direction and Control channels between the State EOC and each of the sixteen county EOC's, the Maine Yankee Emergency Operating Facility in Wiscasset, the Portsmouth Naval Shipyard at Kittery and the National Weather Service forecast office, Portland. Area coverage for the State EOC is accomplished through the use of transmitters remotely controlled by means of a micro-wave radio relay system. The addition this year of a fourth transmitter at Ossipee Hill in Waterboro has improved coverage in the southern portion of the state. The system also includes approximately one hundred (100) mobile and portable radios for field communications.

The radio network is supplemented by a teletypewriter system that provides printed copy capability at the State and County EOC's, and at the National Weather Service forecast office, Portland. Communications may be accomplished at the State EOC with most State of Maine agencies by use of installed radio-base stations or remote control consoles. National communications are accomplished with high frequency (short-wave) radio, radio teletype and landline teletypewriter networks.

The Maine Emergency Broadcast System (EBS), composed of almost every radio and television station within the State, may be utilized in connection with day-to-day emergency situations that may pose a threat to the safety of life and property.

The communications section provides for the maintenance, installation and development of various communications systems, reviews Emergency Communications Development Plans (ECDP) for the State, County and local levels and provides training and technical advice to CEP communications personnel throughout the state.

National Warning System (NAWAS). NAWAS is a Federal Emergency Management Agency (FEMA) dedicated nationwide party line telephone warning system operated on a twenty-four (24) hour basis. It is utilized to provide a means of warning federal, military and civilian authorities, state and local officials, and the civilian population of an impending attack upon the United States. NAWAS is also used for emergencies related to peacetime nuclear incidents, railroad disasters, downed aircraft or impending natural disasters.

Typical data disseminated this year was: severe thunderstorms, blizzard and special winter storm information/warnings. Additionally, the Bureau conducted semi-annual inspection, bi-weekly tests and monthly (checkerboard) exercises to ensure continued reliability of the system and to train operational personnel in system capabilities. The total number of terminals within the state is now 42.

Plans. Within the CEP community, state, county and local governments are required by Maine statute to develop and maintain a current Emergency Operations Plan (EOP) in the event a rapid response is required re natural, manmade or nuclear disaster. All of these plans, prior to approval, must be reviewed by the MECEP Plans and Training section to ensure that current federal planning criteria is addressed and that all known hazards have been noted. EOPs must be reviewed every four (4) years. Currently the Plans and Training section has over three hundred and seventy-five (375) EOPs on file. Included are dam failure contingency plans for several industries required by FERC, the State EOP, the Maine Radiological Incident Plan and other state and federal contingency plans.

Training. The primary purpose of the Plans and Training section is to educate and train county/local government(s) in contingency planning and response in the event of known disasters and coordinate the attendance of state, county and local officials at various federal training facilities. During this reporting period numerous training functions in the form of seminars, exercises, public officials conferences, flood seminars, federal training activities and correspondence courses were completed.

This section also administers the distribution of films from the Bureau's film library to schools, private organizations, and volunteer agencies.

Radiological Planning. In accordance with federal regulations Maine's radiological plan for Maine Yankee Nuclear Power Plant has been submitted to Federal Emergency Management Agency (FEMA), Washington, D.C. This plan has been issued an interim letter of approval. Review by the national staff is continuing.

The third Maine Yankee Exercise was conducted on October 22, 1983. The final exercise report/critique was received from FEMA in late April 1984. This report cited only four minor deficiency areas, which are now in the process of correction.

The Radiological Emergency Preparedness Committee has been instrumental during FY 84 in providing local, county and state entities with communications, radiological and other types of equipment required to support the State Radiological Incident Plan.

Liaison has been maintained with Emergency Measures Organization (EMO), New Brunswick, Canada, relative to emergency plans for the Point Lepreau Nuclear Generating Station. No formal exercises were conducted this year. Training in "Response and Handling of Radiation Patients" was provided to the Calais Hospital staff. This is the closest hospital in Maine to Pt. Lepreau, New Brunswick, Canada.

Radiological Defense. Radiological defense is an ongoing program of radiological education, equipment deployment and use. The program's goal is to educate citizens, volunteers (police, fire, rescue and CD) in the basic factors of nuclear radiation, radiation detection and radiation safety techniques. The radiation training provided applies both to nuclear weapons incidents as well as peacetime nuclear radiation situations. Annually state, county and local CEP personnel train and test approximately four hundred (400) citizens in these special techniques. A major and integral part of the radiological program is the Radiological Maintenance and Calibration Facility which repairs, calibrates and deploys kits of radiological instruments throughout Maine. This facility is 100% federally funded.

The position of a 100% federally funded Radiological Officer was established to develop, exercise and maintain fully operable radiological protection systems in all jurisdictions. The five year goal is to develop operable radiological protection plan systems in 90 percent of Maine's local jurisdictions.

All elements of radiological defense provide continuous support via education and radiation detection equipment to the Maine Yankee Nuclear Plant planning area communities.

Public Information. Public Information activities within this Bureau is accomplished on a collateral duty basis.

However, the Bureau does issue a Quarterly Newsletter and approximately fifty (50) Public Service Announcements each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and manmade disasters or safety procedures which should be observed in the work place or around the home.

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
In Time of Emergency
Introduction to Civil Preparedness

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	318,755	93,089			225,666	
Health Benefits	19,109	5,470			13,639	
Retirement	50,837	15,104			35,733	
Other Fringe Benefits	1,950	590			1,360	
Other Contractual Services	112,652	34,033			78,619	
Rents	1,748	1,748				
Commodities	9,082	877			8,205	
Grants—Subsidies—Pensions	381,592	10,500			371,092	
Equipment	19,440	1,073			18,367	
Transfers to Other Funds	53,413				53,413	
TOTAL EXPENDITURES	968,578	162,484			806,094	

MILITARY BUREAU

BRIGADIER GENERAL RICHARD D. SYLVAIN, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37B M.R.S.A., Sect. 1

Average Count-All Positions: 91.5 State, 711 Federal *Legislative Count:* 91.5 State, 691 Federal

Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a troop command.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 84 the Maine National Guard maintained its strength at 103 percent of authorized.

There were no major call ups of National Guard units to state emergency duty during the Fiscal Year. All units satisfactorily completed training evaluations, Operational Readiness Inspections, and Inspector General Inspections.

Federal funding continued at a high level (over $33 million dollars) and represented over 93 percent of the Bureau's budget.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,463,663	1,270,658			193,005	
Health Benefits	101,677	85,753			15,924	
Retirement	227,489	197,457			30,032	
Other Fringe Benefits	7,750	6,855			895	
Other Contractual Service	511,356	444,180	67,176			
Commodities	440,979	440,979				
Grants—Subsidies—Pensions	130,170	129,943			227	
Equipment	52,011	52,011				
Transfers to Other Funds	1,977		564		1,413	
TOTAL EXPENDITURES	2,937,072	2,627,836	67,740		241,496	

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

State Office: Camp Keyes, Augusta *Telephone:* 622-9331, ext. 4292
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 27, 1984

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37B M.S.R.A. Chapter 7, Sect 501-507; 10, M.R.S.A. Chapter 519, Sect 21, Subchapter VI

Average Count—All Positions: 29 *Legislative Count:* 29

Organizational Units:
Field Offices (7)
Itinerant Offices (16)
Maine Veterans Memorial Cemetery
Claims Office

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 950 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 20,000 clients represented by the Bureau of Veteran's Services. A total of 845 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven local offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 61,340 contacts by veterans or dependents on veterans affairs and $3,319,336 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 326 awards of financial aid (Veterans Financial Assistance) were made to single veterans or to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 326 awards consisted of 70 single veterans and 704 dependents.

Veterans Dependents Educational Benefits. Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who become 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or if attending a non-state supported institution of higher learning a maximum of $300 per year is payable. 511 persons received benefits during the year as follows: 375 attended State-supported Colleges, 84 attended Private in-State Colleges and 52 attended Private Out-of-State Colleges.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 118 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 80% on amounts up to $100,000 under the Maine Veterans Small Business Loan Program and up to 80% on amounts up to another $100,000 under the Small Business Loan Program, making for a possible aggregate of up to $200,000 available to a veteran under the compiled programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 360,000 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year 398 burials were made, of which 306 persons were veterans, 87 were spouses and 5 were dependent children and at the end of the year, 4,035 persons were buried in the cemetery. 258 reservations for burial were made by surviving veterans or widows/widowers and at the end of the year there were 2,297 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
Informational Pamphlet on Veterans Financial Assistance.
Maine Veterans Memorial Cemetery (Brochure).
Guide to Maine Veterans Benefits, Revised June 1984.
1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	438,980	438,980				
Health Benefits	24,082	24,082				
Retirement	68,744	68,744				
Other Fringe Benefits	2,417	2,417				
Other Contractual Service	89,541	89,541				
Rents	11,560	11,560				
Commodities	32,005	32,005				
Grants—Subsidies—Pensions	284,612	284,612				
Equipment	25,124	3,946	17,885		3,293	
TOTAL EXPENDITURES	977,065	955,887	17,885		3,293	

CONTACTS AND CLAIMS
1983-84

	Augusta	Bangor	Caribou	Floating	Lewiston	Machias	Portland	Rockland	State Office	Togus	State Totals
Correspondence	486	407	623	73	411	1661	4443	1341	889	934	11268
Home Calls	73	73	31	—	65	57	38	47	—	—	384
Meetings	5	1	2	2	5	2	6	3	10	54	90
Personal	1714	4018	766	18	2511	1326	1885	1804	169	1339	15550
Telephone	2290	8022	1669	87	4332	1825	3765	3211	4071	4776	34048
TOTAL CONTACTS	4568	12521	3091	180	7324	4871	10137	6406	5139	7103	61340
Claims filed	78	204	34	—	178	102	169	80	—	—	845
Recoveries	$225,706	$815,690	$156,113		$699,532	$285,838	$762,166	$374,291	—	—	$3,319,336
Veterans Financial Assistance											
VFA Applications	43	47	10	16	83	34	75	70	—	—	378
Awards	32	45	9	12	73	23	63	69	—	—	326

	Contacts	Recoveries		Contacts	Recoveries
1974-75	72,951	2,439,016	1979-80	77,424	3,101,986
1975-76	76,532	2,692,080	1980-81	77,079	3,291,653
1976-77	76,532	2,413,473	1981-82	72,480	3,409,848
1977-78	71,552	2,734,035	1982-83	65,757	3,574,410
1978-79	85,116	2,834,258	1983-84	61,340	3,319,336

att. Fiscal report of burials
Veterans Dependents Education Benefits report

FISCAL REPORT OF BURIALS
JULY 1, 1983—JUNE 30, 1984
Maine Veterans Memorial Cemetery (MVMC)

TOTAL BURIALS FOR YEAR = 398

Vet	Spouse	Children
306	87	5

TOTAL RESERVATIONS FOR YEAR = 258

Vet	Spouse	Children
71	185	2

TOTAL RESERVATION FILLS FOR YEAR = 50

Vet	Spouse	Children
15	34	1

TOTAL UNFILLED RESERVATIONS DURING YEAR = 208

Vet	Spouse	Children
56	151	1

TOTAL BURIALS SINCE MVMC STARTED = 4035

Vet	Spouse	Children
3323	642	70

TOTAL RESERVATIONS MADE SINCE BEGINNING = 2617

Vet	Spouse	Children
585	2004	28

TOTAL RESERVATION FILLS SINCE STARTED = 320

Vet	Spouse	Children
121	195	4

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 2297

Vet	Spouse	Children
464	1809	24

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 164

In-State = 134
Out-of-State = 30

VETERANS EDUCATIONAL DEPENDENTS BENEFITS

July 1, 1983 through June 30, 1984

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	25	Future Enrollment	4	Future Enrollment	4	33
Ongoing Students	117	Ongoing Students	26	Ongoing Students	20	163
Outgoing Students	143	Outgoing Students	32	Outgoing Students	12	187
New Applications	45	New Applications	11	New Applications	8	64
Applications Granted	36	Applications Granted	8	Applications Granted	7	51
Denied Applications	9	Denied Applications	3	Denied Applications	1	13
Total Attendance	375	Total Attendance	84	Total Attendance	52	511

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER,
DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884
Average Count--All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet* (controlled distribution to new State employees). Rev. 1984

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

RICHARD A. JALKUT, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A. Sect 916
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activites of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, not-for-profit state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development. In the pursuit of its mission, the Foundation stresses:

CONCENTRATED ACTION—As a development corporation, the Foundation allocates most of its energies and resources to a few activities and concentrates on results, "making things happen."

BROAD PERSPECTIVE—While focusing its resources, the Foundation operates with a state-wide perspective and sense of responsibility for advocating policies and actions generally supportive of business and economic development.

PARTNERSHIP—The Foundation mobilizes private and public resources and seeks to accomplish its objectives through a helping relationship with private interests, communities, and State, regional, and local development organizations.

CONTINUITY—The Foundation seeks to bring continuity to the economic development effort in Maine.

The Foundation commits its resources to activities where two criteria are met:

1. The objective(s) can be reached; economic development and business growth can happen or the environment for such growth will be enhanced.

2. The Maine Development Foundation can make a contribution not readily available from some other source.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

PROGRAM: The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine (by virtue of its independence, corporate character, and close ties with the private sector) and has adopted the following goals and objectives for 1984:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are four major objective areas.

Business Attraction: Undertake focused activities to attract expanding quality companies to include a Maine location in their expansion plans and to enhance the expansion potential of existing Maine companies.

Development Projects: Identify key development opportunities in Maine and get actively involved in a supportive way when the Foundation's involvement will facilitate the advancement of those opportunities.

Environment for Economic Development: With extensive input from corporators and other parties, compile factual information and analyze objectively issues which affect the prospect of sound economic development in Maine either positively or negatively; work toward enhancing our strengths and reducing the obstacles.

Development Services: Provide specific economic development services to individual entrepreneurs, business, and municipalities concentrating on situations where the Foundation's character and/or experience is of special significance.

Catalyze the establishment of an integrated export development effort drawing on the capabilities and interests of a wide cross-section of Maine companies.

PUBLICATIONS: (All free)

Annual Report, The Maine Development Foundation
Brochure—Synopsis of the Maine Development Foundation
Newsletters—Put out by the Foundation to its corporators periodically
Brochure—Basic Facts About the SBA 503 Program

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	174,849	174,849				
TOTAL EXPENDITURES	174,849	174,849				

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: October 1, 1974 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34 M.R.S.A., Sect. 13
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to developmentally disabled persons of all ages in Maine. The Council further serves as an advocate for persons with developmental disabilities by providing a public forum to offer consumers, parents and family members the opportunity to meet with state agency representatives and other providers to address the needs and concerns of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their office in a state agency. Gubernatorial appointees are developmentally disabled persons, parents or other family members, and representatives of non-state provider agencies. The membership reflects a regional distribution across the state, as well as an attempt to equitably represent the various disabilities associated with the target population.

The Council is staffed by an Executive Director, a DD Planner, a Consumer Education Coordinator and a Secretary. In addition, planning, administrative and clerical support is provided as needed. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. Sub-committees assist the Council in determining its annual activities. The Legislative Sub-committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's support of legislation. The Plan Development Sub-committee oversees the development of the State Plan. The Public Information Sub-committee is responsible for designing a multi-media awareness program which calls attention to the special service needs of developmentally disabled persons. The Evaluation Sub-committee participates with the Department of Mental Health and Mental Retardation in determining the effectiveness of grants awarded to service providers.

PROGRAM: The following was attained as the Council addressed the objectives outlined in its plan. Child Development and Community Alternatives are the two priority service areas addressed by the Council in its current three-year plan for meeting the needs of and services for DD (Developmentally Disabled) Persons.

Major activities addressed within the area of Child Development are:

1. Prevention of mental retardation and other developmental disabilities;
2. Early intervention into identified incidences of developmental disabilities;
3. Training and counseling for parents of handicapped children.

Major activities addressed within the area of Community Alternatives are:

1. Development of respite care services;
2. Mental Health needs of deaf persons;
3. Training and other support for services to autistic persons; and
4. Further study of the needs of the 15-20 year old handicapped, special education population.

As part of the overall plan, the Council has conducted a significant public information effort, including public service messages for the media, a periodic newsletter, a School Awareness Program, a number of publications and a Consumer Education Program.

DEVELOPMENTAL DISABILITIES

In FY 1984 the Council, through the Department of Mental Health and Mental Retardation, granted funds to:

1. Pine Tree Society for Handicapped Children and Adults to conduct a Consumer Education Program on behalf of the Developmental Disabilities Council and the DD Service Network. A major activity of the Consumer Education Project is the research and production of publications designed to assist consumers in identification and selection of needed services.
2. Advocates for the Developmentally Disabled for state-wide parent training in such topics as parent advocacy, assertiveness, communication skills, and the Pupil Evaluation Team (PET) Process. This project was continued from FY 1983.
3. Washington County Children and Youth Board (OUTREACH Program) to complete development of a coordinated plan to meet the medical, social, and developmental needs of 0-3 handicapped children. This project is carried out in conjunction with the Office of Children's Services (DMHMR) and the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC).
4. Western Maine Developmental Disabilities prevention project to increase the awareness of the general public concerning the causes, consequences, and means of preventing developmental disabilities. Also, the prevention program will be integrated into local school curriculum in the Tri-County Region (Androscoggin, Franklin and Oxford).
5. Eastern Maine Medical Center to conduct a two-day Conference on prevention of Developmental Disabilities. The Conference was designed to provide up-to-date information on the status of prevention activities. The participants, primarily medical and therapy practitioners, were familiarized with specific prevention strategies and methodologies.
6. Eastern Regional Council on Alcohol and Drug Abuse to support an educational and informational project that features family support and physician training. The project could broaden the capacity of the existing Alcohol and Drug Abuse service providers to offer correct and useful information on Alcohol-related birth defects.

PUBLICATIONS:

A Free, Appropriate Public Education for Handicapped Children
D.D. Dispatch (newsletter)
Guidebook for the Development of Housing for the Disabled
Adult Education for the Handicapped
Lupus Brochure
Insights—A Handbook for Parents of Children with Disabilities (2nd edition)
1983 D.D. Update: A Review for Decision-Makers
Preventing Developmental Disabilities in Maine: Recommendations for Action
State Plan 1984-1986
Jargon and Acronymns

FINANCES, FISCAL YEAR 1984: 34 MRSA Sect 13 paragraph 2 provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

EASTERN STATES EXPOSITION ADVISORY BOARD

AUSTIN H. WILKINS, CHAIRMAN

Central Office: 3 Blaine Avenue, Augusta *Telephone:* 623-8127
Mail Address: 3 Blaine Avenue, Augusta, Maine 04330
Established: June 15, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect 403
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

FINANCES, FISCAL YEAR 1984: The unit is not authorized to receive or expend funds.

EDUCATIONAL LEAVE ADVISORY BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY '84 the Advisory Board processed and approved seventeen (17) requests for educational leave. One request was disapproved. Recipients were from five (5) different agencies and were granted leaves as follows:

—1 recipient was granted full-time leave at full salary for sixteen (16) months
—2 recipients were granted part-time leave (16 hours per week) at full salary over a two-year period.
—5 recipients were granted leave at full salary for three months or less. Two of these leaves were full-time and three were part-time.
—1 recipient was granted full-time leave at half pay for the first academic year, and full-time leave without pay for the second year.
—8 recipients were granted leave without pay. Three of these leaves were full-time for two academic years; one leave was full-time for one academic year; four were full-time for 3 months or less.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

EDUCATION COMMISSION OF THE STATES

PIERRE S. DUPONT IV, GOVERNOR OF DELAWARE, CHAIRMAN
State of Maine Contact: ROBERT E. BOOSE, Commissioner, Educational and Cultural Services
ROBERT ANDRINGRA, Executive Director

Telephone: 303-830-3600
Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20 M.R.S.A., Sect. 2903
Average Count—All Positions: 55 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislation of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:

State Education Leader
State Education Review
Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

ROBERT E. BOOSE, COMMISSIONER
RICHARD W. REDMOND, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20 M.R.S.A., Sect. 1

Average Count—All Positions: 895 *Legislative Count:* 940

Organizational Units:

Administration
State Board of Education
Maine State Museum (Bureau)
Maine Comm. on Arts and Humanities (Bureau)
Maine Historic Preservation Commission
Governor Baxter School for the Deaf
Bureau of Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library (Bureau)

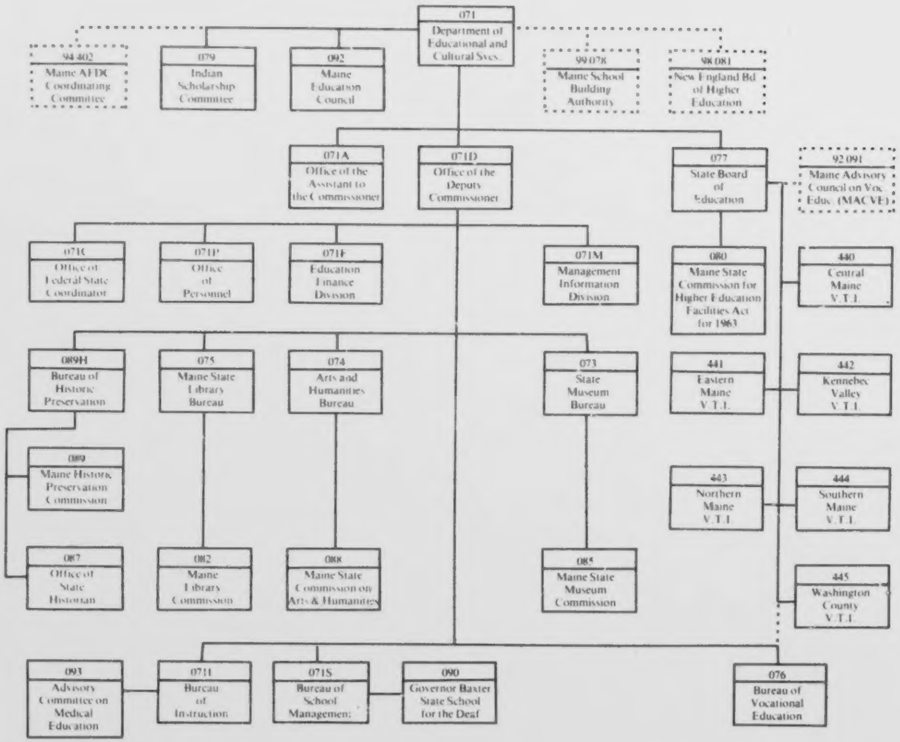
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic. cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05


071
Department of Educational and Cultural Svcs.
94 402
Maine AFDC Coordinating Committee
079
Indian Scholarship Committee
092
Maine Education Council
99 078
Maine School Building Authority
98 081
New England Bd of Higher Education
071A
Office of the Assistant to the Commissioner
071D
Office of the Deputy Commissioner
077
State Board of Education
92 091
Maine Advisory Council on Voc. Educ. (MACVE)
071C
Office of Federal State Coordinator
071P
Office of Personnel
071F
Education Finance Division
071M
Management Information Division
080
Maine State Commission for Higher Education Facilities Act for 1963
440
Central Maine V.T.I.
089H
Bureau of Historic Preservation
075
Maine State Library Bureau
074
Arts and Humanities Bureau
073
State Museum Bureau
441
Eastern Maine V.T.I.
442
Kennebec Valley V.T.I.
089
Maine Historic Preservation Commission
443
Northern Maine V.T.I.
444
Southern Maine V.T.I.
087
Office of State Historian
082
Maine Library Commission
088
Maine State Commission on Arts & Humanities
085
Maine State Museum Commission
445
Washington County V.T.I.
093
Advisory Committee on Medical Education
071I
Bureau of Instruction
071S
Bureau of School Management
090
Governor Baxter State School for the Deaf
076
Bureau of Vocational Education

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	18,303,735	13,331,548	914,770		4,057,417	
Health Benefits	879,703	665,718	36,028		177,957	
Retirement	2,817,012	2,103,196	138,740		575,076	
Other Fringe Benefits	49,925	35,868	2,395		11,662	
Computer Services—Comm.	1,581	473			1,108	
Computer Services—State	381,285	101,676	682		278,927	
Other Contractual Service	8,818,787	5,598,361	833,142		2,052,521	334,763
Rents	250,521	181,869	38,191		30,461	
Commodities	3,323,691	2,400,516	686,199		231,916	5,060
Grants—Subsidies—Pensions	284,873,408	243.192,253	59,086		41,541,468	80,601
Buildings and Improvement	215,982	44,295	10,039		51,678	109,970
Equipment	1,202,424	423,401	186,880		424,293	167,850
Interest—Debt Retirement	741,462					741,462
Transfers to Other Funds	57,335,422	56,705,975	43,765		570,151	15,531
TOTAL EXPENDITURES	379,194,938	324,785,149	2,949,917		50,004,635	1,455,237

independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The Program of the Department is implemented through its component units.

LICENSES, PERMITS, ETC.:

Div. of Certification and Placement
  Certification:
    Teachers
    School Nurse
    Driver Education
    Library Media Specialist
    School Principal
    School Superintendent
    Counselor
    Vocational Instructor
    Substitute Teachers
    Director of Services for Exceptional Children

  Special Teacher of Reading
  School Psychologist
Authorization
  Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification,* March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools
Maine Insight
Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:
  Student Financial Aid Guide to Post-Secondary Education—1978
  Maine Issues
  The Maine Indian Land Claims Case: Pro and Con
  Manual for School Nurses
  Metric Sequence--K-6
  Resource Guide in Basic Skills
  A Parent's Gift
  Right to Read 1978 Needs Assessment
  Right to Read Tabloid—1979
  Maine Assessment of Basic Skills—1978
Laws, Regulations, and Guidelines
  Je Veux Decouvrir
  The Bilingual Education Act
  Guidelines for the Conduct of Home Instruction Programs
  Procedures and Standards for Basic Approval of Schools—Public and Private
  Kindergarten Curriculum Guide
  Guidelines for the Management of Pupil Records
  Student Suspension and Expulsion
  Freedom of Access (Right to Know)
  Student Rights and Responsibilities
  Protection of Pupil Rights (Hatch Amendment)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	363,770	294,433			69,337	
Health Benefits	14,417	10,698			3,719	
Retirement	65,663	53,912			11,751	
Other Fringe Benefits	1,808	1,430			378	
Other Contractual Service	274,610	143,674			130,936	
Rents	2,799	1,285			1,514	
Commodities	6,259	3,680			2,579	
Grants—Subsidies—Pensions	48	48				
Transfers to Other Funds	8,034				8,034	
TOTAL EXPENDITURES	737,408	509,160			228,248	

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 27 M.R.S.A., Sect. 1B
Average Count—All Positions: 7 *Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and deveopment, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

Regional Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Arts Services. Created in 1980, the purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

Information. This program, new in 1982, was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979 which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

PUBLICATIONS:

Calendar: A monthly calendar of arts and cultural events.

Arts Services Bulletin: A summary of the important issues facing the arts in Maine, a quarterly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Cultural Directory: An index of cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services: revised and republished on a yearly basis.

It's Easy to be Crazy on Weekends: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

Teacher's Guide: an outline for teaching the writing of poetry, to be used in conjunction with the anthology.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine: A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

Craft Fairs and Festivals: An annual brochure listing the major craft events in the state.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	113,957	96,100			17,857	
Health Benefits	5,694	4,406			1,288	
Retirement	19,141	16,363			2,778	
Other Fringe Benefits	518	428			90	
Other Contractual Service	88,584	50,630			37,954	
Rents	1,593	1,115			478	
Commodities	2,275	660			1,615	
Grants—Subsidies—Pensions	431,015	77,884			353,131	
Equipment	1,413	1,413				
Transfers to Other Funds	5,692				5,692	
TOTAL EXPENDITURES	669,882	248,999			420,883	

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

JOHN SCARCELLI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401
Average Count—All Positions: 6; 5: State; 1: Federal *Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engage within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include touring artists; Artist in Residence; aid for development of crafts, film, dance, theatre, mime, music, visual arts; art conservation, and administration of the Percent for Art Program.

Special grants are awarded for projects that address that particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Arts Services Program, created in 1980, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

The Information Program, new in 1982, was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Arts and Humanities Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

LOIS W. JONES, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 (Block Grant) Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commissioner's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ECIA Chapter 2 (block grant) program. This program consolidates twenty-eight federal elementary and secondary categorical programs into a single state block grant. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

PUBLICATIONS:
Maine Insight — free

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

STATE BOARD OF EDUCATION

JANE de FREES, CHAIRPERSON
CAROL WISHCAMPER, Vice Chairman

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20 M.R.S.A., Sect. 51
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1983 meeting, the State Board of Education granted a postponement for the establishment of a National School Lunch Program in Woolwich and SAD 7, North Haven until August 31, 1986 and in Charlotte and Perry until July 1, 1985. The Board approved the operation of a Marine Technology Program at Mount Desert and granted approval for Nova University of Ft. Lauderdale, Florida to offer academic credit courses in Maine leading to the degree, Doctor in Education/Educational Leadership. In addition, the Board accepted the progress report of New Hampshire College academic credit courses at the Brunswick Naval Air Station; approved the continuation of Vocational Center programs in Augusta and Bridgton for a period of five years; reviewed evaluation reports of the Fisheries Program at Washington Academy and the Building Trades program at Calais.

In August, the Board gave final approval for the withdrawal of Madison from SAD 59. The Board accepted the report of the University of Maine, Presque Isle Program Review Follow-up Team and granted approval of the Secondary Teacher Education Program for the remaining four years of the five-year approval cycle. The Board approved a cooperative program between Washington County Vocational-Technical Institute and the University of Maine at Machias leading to an associate degree in business and electronics and approved adoption of a proposed rule on School Nutrition Program Eligibility Verification Process required by federal law. In addition, the Board authorized an Administrative Procedures Act hearing on proposed amendment to Chapter 115, Credentials Review Standards for the Certification of Educational Professionals, with regard to revocation and suspension of certificates and adopted an emergency amendment to Chapter 115. The Board granted temporary approval to YDI (Yacht Design Institute) to use the term "associate degree" in its advertising of a future program. The Board also voted to offer its support to the effort to build greater confidence in education.

In September, the Board approved a plan by School Administrative District 19, Lubec, to offer a vocational education program (Diversified Occupations) through an alternative method of delivery. In addition, the Board approved the concept of the second half of the teacher certification policy (level II) as presented in the George Thomas report and revised by the State Board and voted to recognize and support the Governor James B. Longley Scholarship Foundation and authorized the VTI's to participate in the process of selection of scholarship recipients (two scholarships per year at each VTI) and to give public recognition to the recipients.

In November, the Board authorized the Department to begin the Administrative Procedures Act process of adopting changes in sections 8 and 11(a) of the "School Building Construction Rules and Regulations" and to begin the Administrative Procedures Act process preliminary to the final adoption of the Policies and Procedures Manual of the Maine Guaranteed Student Loan Program. The Board adopted responses to public comments received at an Administrative Procedures Act hearing on a proposed amendment to Chapter 115 of departmental rules on certification with regard to revocation and suspension of professional certificates and an amendment to Chapter 115 of the departmental rules on certification. In addition, the Board approved a VTI Affirmative Action Grievance Procedure and a VTI policy on sexual harassment, both to be added to the VTI Administrative Handbook.

In December, the Board granted a waiver of the 90-day requirement for appropriating local leeway to the Board of Directors of SAD 77 (Cutler, East Machias, Machiasport, and Whiting). The Board approved the establishment of a scholarship fund in the amount of $250 on an annual basis at each of the Vocational-Technical Institutes by the Maine Automotive Trade Show Association and the continuation of the Fisheries Program at Washington Academy and the Building Trades Program at Calais for a period of five years. In addition, the Board voted to approve the certified funding level for FY 1984-85 for the Basic Education Allocation at $453,499,813 and for Adjustments and Local Leeway at $12,313,736. The Board also endorsed the concepts in the latest draft of the new certification law to be presented to the Governor and to the Commission on the Status of Education in Maine.

In January 1984, the Board granted a postponement for the establishment of a National School Lunch Program in South Bristol, Bremen, Isle Au Haut, Lincoln/Magalloway Plantation, SAD 76 Swans Island and Frenchboro until August 31, 1987 and in Millinocket until August 31, 1988. In addition, the Board approved the five-year continuation of the programs in Vocational Region 1, Northern Aroostook County; adopted the Maine Guaranteed Student Loan Program Policies and Procedures Manual with one amendment to Chapter 134 and adopted and incorporated into the State Board of Education School Construction Rules and Regulations the revised sections 8 and 11(a). The Board also received the evaluation report of the Caribou Vocational Center and adopted a resolution in support of Newspaper in Education Week.

In February, the Board approved the "Affirmative Action Policies, Procedures, and Guidelines for VTI Affirmative Action Programs"; the continuation of the Graduate Assistantship Program at Northern Maine Vocational-Technical Institute; a comprehensive plan for operating a vocational business program at the Ellsworth Vocational Center; a revised VTI bond issue request; and the suggested State Board of Education responses to recommendations of the Maine Advisory Council on Vocational Education (MACVE). In addition, the Board adopted a resolution commemorating National Women's History Week.

In March, the Board approved a Statement of Resolve in support for priorities to increasing educational effectiveness of Maine schools; a statement of support assessing the educational progress of Maine students; a statement of support regarding the revised VTI bond issue; a statement on school prayer; an increase in tuition and room and board for resident and non-resident students at the Vocational-Technical Institutes; and five-year continuation of the programs in Vocational Region 8, Knox County and at Caribou Vocational Center.

In April, the Board authorized the Department to begin the Administrative Procedures Act process of adopting a revised section 9 of the "School Building Construction Rules and Regulations" and authorized the Administrative Procedures Act process to repeal four VTI governance rules which are outdated. The Board also approved the requests from Gordon-Conwell Theological Seminary and Andover Newton Theological School and Eastern Nazarene College to make academic credit course offerings in Maine; disapproved the request from Vermont of Norwich University to offer an academic credit program in Maine and encouraged the school to submit a new application. In addition, the Board adopted an amendment to the State Board of Education Room and Board Refund Policy subject to the discretion of the VTI Director.

In May, the Board approved with amendments a Statement of Resolve in support of the National Rural Education and Rural Family Education Policy for the 1980's. In addition, the Board authorized the Administrative Procedure Act process for proposed amendments to current teacher certification rules.

In June, the Board adopted and incorporated into the State Board of Education Construction Rules and Regulations revised section 9 following completion of the Administrative Procedure Act hearing. The Board also accepted a statement on Nursing Education and granted permission for the Department to begin the Administrative Procedure Act process to amend the Guaranteed Student Loan Program rules to allow the 45-day rule to be changed to a 30-day rule. In addition, the Board authorized Kennebec Valley Vocational-Technical Institute to finalize and implement an Associate Degree program in Emergency Medical Technology beginning in 1985; approved the operation of a Vocational Computer Application Program at Vocational Region 3, Lincoln and a Cooperative Education Program at Deer Isle-Stonington; and approved the continuation of the programs at the Skowhegan Vocational Center for a period of five years.

School Construction. The Board approved a total of $18,358,198 in school construction projects during the past fiscal year.

LICENSES, PERMITS, ETC.:

Permit:
  Out of State Correspondence Schools
Registration:
  Private Schools
Certification and Placement Section
Certification:
  Teachers
  School Nurse
  Driver Education
  School Librarian
  School Principal
  School Superintendent
  Counselor
  Vocational Instructor

FINANCES, FISCAL YEAR 1984: 20 MRSA, Section 54 provides that expenditures of this unit, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

ROBERT BOOSE, COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: Weston St., Augusta, Me. *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20A M.R.S.A., Sect. 10501-10502

Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 84 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1984: No funds were available in FY 84.

ENERGY TESTING LABORATORY OF MAINE

Telex: 887274
Telephone: 799-7303
Central Office: Tripp Bldg., Southern Maine Vocational Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106

Established. 1976 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 424; *Unit Citation:* 20-A M.R.S.A. Chap. 404

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational Technical Institute evolved from the heating and air-conditioning program of the VTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1984: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational Technical Institute account for Energy Testing Programs.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Bldg. Augusta *Telephone:* 289-2321
Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20 M.R.S.A., Section 1B

PURPOSE: This unit is responsible for the Department's legislative liaison with the U.S. Department of Education, the Maine Congressional Delegation, Council of Chief State School Officers, National Association of State Boards of Education and other national organizations and federal level departments. The unit oversees all legislative activity for the Department with the Legislature and the Governor's Office. The unit is responsible for Department coordination with state and educational associations and school administrative units. The unit also is responsible for planning, research and evaluation functions for the Department. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the affirmative action functions of the Department.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility as well as that of planning, research and evaluation were added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The affirmative action responsibility was added in 1983.

PROGRAM:

Planning, Research & Evaluation Unit. This unit provides planning, research and evaluation services to other units within the Department. The unit also is available to lend technical assistance to local educational agencies in these areas. The unit coordinator is responsible for the Maine Assessment and Planning for Schools Program, a basic competency curriculum project.

Affirmative Action Unit. This unit is responsible for providing information and technical assistance on Affirmative Action and Civil Rights laws, regulations, and procedures (both State and Federal) to local school districts throughout Maine. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women, and the U.S. Department of Education.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by a administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3351
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	224,673	224,673				
Health Benefits	11,791	11,791				
Retirement	36,787	36,787				
Other Fringe Benefits	1,148	1,148				
Other Contractual Service	18,499	18,499				
Rents	1,038	1,038				
Commodities	1,885	1,885				
Grants—Subsidies—Pensions	10,963	10,963				
Equipment	715	715				
Transfers to Other Funds	56,487,541	56,487,541				
TOTAL EXPENDITURES	56,795,040	56,795,040				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

PAMELA TETLEY, SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104—0799 *TDD:* 781-3331
Established: 1876 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20 M.R.S.A., Sect. 3122
Average Count—All Positions: 100 *Legislative Count:* 112

PURPOSE: The Governor Baxter School for the Deaf was established for the purpose of providing an educational and residential program for deaf children who reside in the State of Maine. In addition, the Governor Baxter School for the Deaf is responsible for providing assistance to educators of all hearing impaired children who attend public school programs in Maine.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953, the Legislature granted funds for the construction of a new school and, along with funds donated by formner Governor Baxter, the school was constructed on Mackworth Island.

PROGRAM: The Governor Baxter School for the Deaf meets School Approval Standards developed by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf (CEASD). The ACADEMIC PROGRAM serves approximately ninety students at the school with about twenty-five percent being partially mainstreamed in Falmouth and other nearby towns. The RESIDENTIAL PROGRAM involves about half of the total population of the school (45 of 90) on a full-time basis, and another quarter on a part-time basis. Residential students are transported home every weekend. The OUTREACH PROGRAM, newly established this year, provides technical assistance to service providers (and parents) working with hearing impaired students located throughout the State.

The **Academic Program** includes preschool, elementary, mid-school, and high school levels. The Vocational Program is designed for both mid-school and high school students. Selected students attend Portland Regional Vocational Technical Center for more advanced vocational training. To meet the needs of the school's Franco-American hearing impaired students (about 30%), the components of the Federally funded FACET Project are being broadly integrated into the academic program to provide culturally responsive education to both the Franco-American and non-Franco-American hearing impaired students. A new comprehensive language-based curriculum has been introduced into the elementary and mid-school programs. A classroom based speech program has been initiated. Approximately twenty-five percent of Baxter's students are partially mainstreamed, primarily into Falmouth, and to a smaller extent into other nearby communities. A comprehensive support system is provided to both the mainstream teachers and to the students. The high school has initiated a computer programming course which will be expanded to mid-school and elementary school during the next school year. Teachers, as well as residential, outreach, and other staff, have participated in a comprehensive staff development program. The University of Southern Maine in cooperation with the Governor Baxter School for the Deaf has established a M.S. program designed to train teachers of the hearing impaired. Its first offering, a Summer Institute on Hearing Impaired Children in Public School, was conducted in July 1984 for ninety-four teachers and speech therapists.

The **Residential Program** has been redesigned and reorganized including the upgrading of the residential advisors and the supervisory staff. Revised roles involve an independent living coordinator, a multiply handicapped coordinator, an activities coordinator, a behavior specialist and an overall program coordinator. The Senior Independent Living Program (to be expanded for all high school students) is designed to teach independent living skills by living in an apartment-like setting doing their own shopping, cooking, cleaning, etc. This pilot program will eventually be refined and expanded to include all residential students. The school is closed on weekends for the purpose of integrating the students into their homes and their communities. However, this year, "Open Weekends" have been developed for students to stay with their families. Special programs for parents have been implemented by counselors and other school staff for the purpose of assisting parents in dealing with their hearing impaired children.

The **Outreach Program** was established this year in response to recommendations made by the Advisory Committee on the Future of the Governor Baxter School for the Deaf. The new director was hired in November, 1983. He has provided consultation and training to over twenty-five school districts and other service providers throughout the State who deal with hearing impaired children, including preschool age children. Through this outreach program, the school offers a comprehensive week-long evaluation program for any hearing impaired child across the State. The comprehensive evaluation includes speech, audiological, psychological, educational, and (if approrpriate) occupational therapy and physical therapy. The evaluation team makes recommendations to the referring school district and the parents and the recommendations are for the appropriate type of program to meet the child's needs, rather than for specific placement. Fifteen students were evaluated since December of 1983. Over fifty hearing impaired children were affected in some manner by the outreach program.

In July, 1984, the outreach program conducted a Family Learning Vacation for twelve families of hearing impaired children ages 0-8. Sixteen adults and twenty children participated in the week-long program. New staff for the fall of 1984 include a Preschool Outreach Consultant, and requested for the fall of 1985, an Adult Deaf Education Consultant.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures—free.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,549,313	1,469,851			79,462	
Health Benefits	79,691	76,265			3,426	
Retirement	259,377	247,008			12,369	
Other Fringe Benefits	6,477	6,170			307	
Other Contractual Service	245,038	209,787			35,251	
Rents	138	138				
Commodities	159,749	133,451			26,298	
Grants—Subsidies—Pensions	76,444	76,444				
Equipment	28,335	26,040			2,295	
Transfers to Other Funds	2,745				2,745	
TOTAL EXPENDITURES	2,407,307	2,245,154			162,153	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD#1, Box 833, Orrs Island, Maine 04066 *Telephone:* 833-2861
Mail Address: RFD#1, Box 833, Orrs Island, Maine 04066
Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
Average Count—All Positions: 1 *Legislative Count:* 0

PROGRAM: The year for the State Historian was in the usual mode of aiding researchers from far and near in various aspects of Maine History, speaking to diverse groups—service clubs, historical societies, educational groups, women's clubs, etc., and serving on committees where expertise on Maine History was desired. Especially notable were his two appearances before the St. George Historical Society on Maine between the Revolution and Statehood and the all-day sessions with selected junior and senior high school students in Camden, followed by a public lecture in the evening. He was the featured speaker at Harpswell Day and the annual meeting of the Maine Branch of Electronic and Electrical Engineers and served as consultant to a special film project on Sarah Orne Jewett. He conducted walking tours in Portland and Brunswick. Also offered special courses on Maine History beyond his regular teaching assignments at the University of Southern Maine. He also wrote an essay on Maine's role in the Civil War as an introduction to the publication of a Civil War soldier's diary of his three years' service with a Maine regiment.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	410	410				
TOTAL EXPENDITURES	410	410				

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta; *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 501
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 84, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 56 individual sites and 2 historic districts. The Commission sponsored ten prehistoric archaeological surveys, nine historic archaeological surveys, eight architectural inventories of Maine communities, and four special projects.

The Historic Preservation provision of the Economic Recovery Tax Act Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 84, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	$110,000
Prehistoric Archaeological Surveys	78,000
Historic Archaeological Surveys	61,500
Architectural Surveys	93,000
Special Projects	9,500
Jobs Bill Restoration Projects	418,500
TOTAL	$770,500

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hurt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Barry, William D., *Mr. Goodhue Remembers Portland, Scenes from the Mid-19th Century* (1981).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	149,981	84,796	465		64,720	
Health Benefits	7,459	4,195	102		3,162	
Retirement	24,611	14,469	72		10,070	
Other Fringe Benefits	662	408			254	
Other Contractual Service	69,753	12,830	3,817		53,106	
Rents	1,788	528			1,260	
Commodities	31,069	1,289	650		29,130	
Grants—Subsidies—Pensions	376,509		800		375,709	
Equipment	6,840	1,165			5,675	
Transfers to Other Funds	8,687		375		8,312	
TOTAL EXPENDITURES	677,359	119,680	6,281		551,398	

BUREAU OF INSTRUCTION

LYNN M. BAK ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 0711; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for four divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 22-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction and included all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Curriculum. The Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas through meetings, visits, publications and correspondence. The Division administers and integrates federal programs such as bilingual education and develops and publishes in *Maine Issues,* policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and locating resources.

The Division has designed and organized a service delivery system called State Curriculum Assistance Teams (SCAT). Superintendents have nominated teachers to serve on the teams. The Division will receive requests for service in some areas of curriculum, will locate from the pool of resource people a cadre of persons knowledgeable in the area of request, and make the necessary arrangements to fulfill the expressed need.

The Division has participated in several in-service programs and seeks opportunities to cooperate with other divisions, i.e., special education, vocational education, planning.

The Division is responsible for school approval. Although this process is basically regulatory, it also had leadership elements. The program requires new schools to define their goals and educational philosophy; the division consultants frequently provide assistance in these areas. The Division also serves in a leadership capacity through the self-evaluation program for elementary and secondary schools, and the accreditation of schools. Through these programs, local school systems have been able to improve educational practices and services to students. Questions regarding home instruction are addressed by this division.

Self-Evaluation. All of Maine's public and private elementary schools have completed the initial phase of the self-evaluation program. The self-evaluation program is designed to help schools prepare an in-depth study of their educational program, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of self-evaluation has been given statewide implementation. The second phase, a five-year follow-up visit, helps schools in the refinement and implementation of new programs and services, and gives direction to school boards and administrators concerning the major priorities to be initiated within the next five-year period. New self-evaluation materials based upon the six characteristics identified in excellent schools have been prepared and piloted this year.

Accreditation. For secondary schools not going through the state's self-evaluation process, accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee. The committee makes recommendations for program improvement based upon the findings of the self-evaluation and the visiting committee reports. A final decision by the Division of Curriculum of the department in cooperation with NEASC will complete the process.

Arts Education. Support is given to activities of the Maine Alliance for Arts Education as it seeks to promote the extension of the arts as an integral part of the school experience. A state task force for the arts has been working throughout the year and has developed a policy statement for the arts, held a statewide conference for teachers of the arts, and is developing curriculum materials.

Career Education. Currently, the state office of career education functions in two key areas: (1) coordinating and implementing programs and services with a Career Education Consortium, (2) collaborating with the Maine Occupational Information Coordinating Committee to provide training for career education sites. Services are provided through block grant funds.

Health Education. It has become apparent that a clearer statement is needed identifying the respective roles and responsibilities of the Departments of Educational and Cultural Services and of Human Services in the promotion and delivery of health education programs and services. The Department of Educational and Cultural Services and the Department of Human Services are working toward a mutual agreement in this area.

Two health education consultants have joined the Department of Educational and Cultural Services, funded by block grant money, Maternal and Child Health funds.

Nursing Services. A school nurse consultant was first employed starting the 1982-83 school year. This consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, and promotes school health programs.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy; student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts and Attendance and Discipline. The Division monitors two state programs: (1) Chapter 106—Dropouts. Each school superintendent in the state who has responsibility for any grade level in the squence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

English Language Arts, Bilingual Education, Indochinese Refugee Education, and National Origin Desegregation. The Division provides workshops and technical assistance to local schools in the above areas, K-12. The Division has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language.

The Title VII coordinator has been the department liaison with Washington for basic and training projects in bilingual education. Four basic project sites besides a UMO teacher training grant now exist in Maine with two new sites under considration for these languages: French, Native American, hearing impaired French, Vietnamese, Lao, and Khmer. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of the three federal programs identified above are on file and readily available for review.

The department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

Newpaper in Education. The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economic, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Basic Skills Areas:

Reading. A close relationship is maintained between the department and the reading teachers and specialists in the field. Questions from citizens and agencies relative to reading problems are received and individual assistance and resources are provided. The use of computers in both reading instruction and reading management are requiring time and resources. Services of a reading consultant have been contracted for the coming school year.

Oral and Written Communication. Printed resource materials are constantly being collected, updated and disseminated. A writing consultant will be available for the 1984-85 school year.

Math. Assistance is provided upon request to teachers and administrators in the math curriculum areas. Increased emphasis will be placed upon math and computer literacy this next year.

Social Studies and Science. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum guides. A collaborative effort with the Department of Energy and the University of Maine developed an energy curriculum guide for K-6 which has been field-tested by teachers and has been revised and printed.

Excellence. The Division has provided leadership for a statewide committee addressing the process of defining and promoting excellence in our schools.

Guidelines. Consultants from the Division have provided input in the revision of Chapter 125 which covers general rules and guidelines for school approval.

The division has prepared an extensive curriculum survey designed to provide information about books, materials, goals and objectives, and other curriculum information. This enables the division, for the first time, to have comprehensive information about school programs, services, organization, and administration throughout the state.

Chapter 130, Rules and Guidelines for Approval of Equivalent Instruction Programs, had its public hearing in June. An advisory committee has been formed to assist the commissioner in promulgating this chapter.

Agricultural and Natural Resources Mini-Grants. As a result of legislation by the 111th Legislature, a small amount of money was made available for mini-grants to be used for developing curriculum, to strengthen the instruction of agricultural and natural resources concepts in the classroom of all schools. Applications were solicited last fall for grants that would have an upper limit of $500.00. Of sixty-two applications submitted by teachers and evaluated, an initial approval of fourteen committed what funds were available. Nevertheless, the Foundation for Permanent Agriculture, provided funding for an additional eight projects, bringing the total number to twenty-two. A small amount of funds was set aside to formulate a resource guide for teachers and to make a compilation of the classroom activities developed in the projects for printing and dissemination. These latter activities will occur this fall.

School Volunteer Programs. A state coordinator of school volunteer programs was contracted by the Department in February. Three conferences were held, two newsletters published, a survey designed, and technical assistance and information were provided to 36 schools. The goals of the program are to stimulate the development of new school volunteer programs, and to stimulate growth and innovation in existing programs. The successful development of local programs necessitates training in the following areas: school/public relations, parental involvement, business/education cooperation, personnel management, and volunteer training in subject areas. These activities are supported by legislative appropriation, a block grant award, and the Maine School Volunteer Alliance.

Instructional Support Group (ISG) Collaborative. The 111th Legislature in its Second Session provided money for the contracting of outstanding teachers for a period of one year to assist other teachers in a supporting role. The intent is to use teachers to help other teachers to become better instructors. A new teacher certification bill requires support teams for beginning teachers. These ISG (Instructional Support Group) teachers will be available in the Fall of 1984. The University of Maine will also assist in the orientation and support for these teachers, thus providing a three way collaborative.

Early Childhood. Money was provided by the 111th Legislature to be used for grants to local schools for the purpose of improving their early childhood educational offerings. A grant proposal format was designed, fifty-seven proposals were received and thirteen were granted money for the 1983-84 school year and fifteen for the 1984-85 school year. Each recipient was visited by an early childhood consultant and adjustments were made for the second year. The projects ranged from new screening procedures, to staff development, to the addition of a kindergarten where none existed and to the addition of instructors in subject areas such as Art.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This division is the organizational unit within Maine State Government whose mission is to serve the public schools of Maine in alcohol and other drug prevention and education efforts. The Division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol and other drug use, abuse, and dependency problems.

The Division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) the experimenter, user, and dependent population; (2) the affected population (those who come from a family where there are or have been problems associated with alcohol or other drug abuse); and (3) the non-user, non-affected population.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol and other drug abuse prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of core school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, the alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive education and prevention programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol and other drug issues. The Division then provides continuous leadership and direction through consultation and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems.

In-Service Education: The Division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for training.

Curriculum Development: The division develops, field tests, evaluates, and disseminates primary prevention curriculum programs and resource materials for use in elementary, secondary, adult/community education programs, and the vocational technical institutes.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. Most of the assistance provided by the division is requested by individuals or groups associated with the team development program. The division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol and other drug policy development, support group development, peer helper program development, student awareness presentations, curriculum implementation, staff development, and selection and utilization of print and audiovisual resources.

Financial Assistance: Limited financial assistance is available to local school systems to support or expand the programs developed by school/community teams. The emphasis of the financial assistance is to stimulate activities leading directly or indirectly to the institutionalization of the program within the school or community. It is often used to fund advanced training opportunities for local school personnel and community members to develop their skills in the areas of chemical dependency and adolescent development.

Resource Services: The division's resource services are available to all school systems and community groups in Maine. The film library contains the largest collection in New England. Nearly 300 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civic groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 255 films per month. The division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use, are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special projects: The division sponsors state-wide prevention activities such as special conferences related to teenage drinking and driving issues; Project Holiday, which aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays; and Project Graduation, which aims to prevent alcohol and other drug related highway fatalities during comnmencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983, and in 1984 was the subject of a national convention, and received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award, both from the Department of Health and Human Services. In 1984, chemical-free commencement activities planned by students, parents, and school personnel were held for 125 or 85% of the graduating casses in 147 high schools surveyed in Maine.

Interdepartmental Cooperation: The division works jointly with staff members from the Department of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the division's capability to serve the schools of Maine in their prevention, education and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the division in promoting or sponsoring special projects related to highway safety.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol by addressing communities, versus dealing with other drugs by targeting teens through the schools. The Division helps local teams recognize the reality that adults as well as teens use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The Division takes the position that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential in school. Additionally, the physical, emotional, and psychological environment of a student's home influences the capacity to learn. Research indicates a negative impact on school-age children who come from homes where there are alcohol or other drug abuse problems. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. Since 1979, the Division of Alcohol and Drug Education Services has provided a model of continuity and consistency for the schools and communities of Maine. The Division has trained fifty school/community teams representing sixty local school units, three hundred and three school buildings and one hundred and sixty-seven cities and towns state-wide. An additional 24 sites are being prepared for involvement in future team development institutes. The school/community approach utilized by the Division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations.

Division of Special Education. (David Stockford, Director). The Division is responsible for the implementation and administration of Title 22-A, MRSA, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The 111th Legislature enacted legislation giving the Department general supervisory responsibility for all educational programming for exceptional students.

The Division's services include consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs for exceptional students; staff development for regular and special educators, administrators, support staff, Pupil Evaluation Teams, and school board members; special education due process hearings; review and approval of local special education programs; and statistical information of special education.

The Division works closely with committees under the Interdepartmental Committee which consists of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. Major areas of coordination include: 1) Fiscal management system including joint rate setting, contract development, fiscal reporting, joint billing process and joint audit capability; 2) Program development including development of a joint request for proposal process, evaluation of the group home/emergency shelter system, development of mechanisms to prioritize service needs of cients and evaluate appropriateness of placements and development of joint program review capability; 3) Implementation of the Joint Licensing Process including implementation of joint care standards, development of technical assistance manuals and formal implementation of a joint licensing process; 4) Management of the preschool coordinated delivery system.

The Division continues to be involved in the development of programs for the handicapped with the Bureau of Vocational Education. Other cooperatively supported programs and staff development activities have been conducted with the Bureau of Rehabilitation, DHS, and the University of Southern Maine and University of Maine at Farmington. Two statewide conferences jointly planned by the participating agencies to facilitate cooperative programming were held. In addition eight workshops for special education, vocational education teachers and vocational rehabilitation counselors were completed. Jointly collected data on handicapped students served was compiled as part of an interim report on the collaborative agreements results to date. Technical assistance to four local groups to update their agreements was provided. Representatives from the Division of Special Education, Bureau of Vocational Education, Bureau of Rehabilitation and University of Southern Maine were invited to present Maine's Interagency Agreement as an exemplary model at two regional and one national conferences.

In cooperation with the Maine Association of Directors of Services for Exceptional Children an agreement with the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation was developed. Six regional joint staff development activities were conducted on implementation.

Program Review and Technical Assistance: At the end of the 1981-82 school year, special education program review site visits had been conducted in all of the local districts in the state. This completed a five year cycle of monitoring visits. Recent changes in Federal Regulations require that compliance monitoring must be done on a three year cycle.

During the 1982-83 school year Division staff developed and field tested procedures for the second cycle of LEA monitoring. Field testing of the Cycle II review process was conducted in 22 LEAs during the second half of the 1982-83 school year.

Major modifications designed to streamline the process include a two-part monitoring packet to be completed by LEA staff and returned to the Division before a site visit. A parent questionnaire is also sent to a random sampling of district parents with children in special education programs. The returned data are reviewed along with certification records and other data available in the Department. Based upon the review of this data, a letter of concerns is sent to the superintendent of the district being reviewed.

A site visit, of at least a day-and-a-half, is then conducted by a Program Review Team consisting of a Division staff member and at least one professional from a school district or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the letter of concerns. Other components of the site visit include interviews with district staff and auditing of student records. Finally, an oral presentation highlighting the Review Team's findings is presented by the team.

The Division Team Leader then prepares a letter of findings which is sent to the superintendent. After the superintendent has had an opportunity to study the letter of findings an appointment is made by the Division staff member to meet and develop a remedial action plan.

By the end of the 1983-84 school year a total of 61 superintendencies had been reviewed in the second cycle. The Division plans to conduct 42 reviews during the 1984-85 school year, leaving 36 reviews to be conducted during the 1985-86 school year.

The Commissioners Task Force on Program Review met and assisted 20 school systems who field tested the manual 'Self-Evaluation of Special Education Programs'.

Maine's Comprehensive System of Personnel (staff) Development (CPSD), is a statewide, long range plan designed to support the development of local staff development plans and programs which promote the continued professional development of all school and other personnel involved in the education of exceptional children.

All school districts are required to participate in the state CSPD and develop local personnel development plans to support the professional development of staff involved in the education of exceptional children.

Maine's CSPD, in turn, includes the following components which are designed to assist school and other personnel in their staff development efforts:

1) The coordination and identification of information sources (i.e., The Information Exchange, Facilitator Site, Mid-Coast Teacher Center, etc.) and resources (i.e., available consultants in Maine, in-service programs, materials, etc.) which persons might utilize in their efforts to promote staff growth.
2) The dissemination of (and access to) information about these resources to school and other personnel involved in the education of exceptional children.
3) Direct assistance to school planning teams in the development of locally designed staff development systems.
4) The design and delivery of in-service or professional development programs for school and other personnel in response to identified needs.
5) The identification of staff development needs within the state.

A variety of persons representing diverse role groups and institutions are actively involved in the development and review of the system.

Accomplishments during the 1983-84 year included the following:

1) The state wide system to identify priority state personnel training needs was updated. Information was gathered from program reviews and local entitlement applications to validate the results of the previous state survey and identify new areas of need.
2) 40 program, material or human resources relevant to staff development were collected during the 83-84 school year, and entered into the Maine Resource Bank (a computerized information service of the Information Exchange). Of the 1300 items in the Maine Resource Bank, approximately 300 have been entered by the Division of Special Education since 1981.
3) The third Maine Conference on Staff Development was held in December 1983. Over 350 school, state and university staff attended.
4) Two "Hot Topics" on issues of particular importance (Microcomputers in Special

Education and Preschool Handicapped) were researched, written and widely disseminated.

5) A Fact Sheet describing assistance available through the Division was written and widely disseminated.
6) A staff development planning committee composed of 5 experienced school staff was formed and planned and conducted two support meetings for existing staff development teams. Staff from 23 districts attended.
7) A Staff Development newsletter committee, composed of 5 school and Department staff, was formed in the spring of 1983 and initiated planning for a newsletter to be published in the fall. Two issues of this newsletter were written and widely disseminated. The first was called The Staff Development Newsletter. The second was a collaborative effort between the Division of Special Education Staff Development Newsletter Committee, the Commissioner's Commission on Excellence and The Information Exchange. The name was changed to School Improvement News at this time.
8) The following new inservice programs were conducted in response to priority state needs: a) Conflict Resolution, b) SNAP (School Nurse Achievement Program), c) Training for teachers of autistic children, d) Assessment of Exceptional Children, and e) Models of Teaching.
9) Two assistance teams of school and state staff continued training and support to school improvement/staff development planning teams from 5 districts. Informal assistance was also provided to teams from 3 other districts.
10) The Staff Development Program was modified to incorporate recent research on effective schools and include high school planning teams (as well as district teams). Six new districts participated in the program—called the Excellence in School Assistance Program—including Baxter School for the Deaf, Skowhegan High School, Southern Aroostook High School, Dixfield, York and South Paris. Two two-day instructional sessions were held with the third planned for late September.
11) A conference on Issues in Mental Retardation jointly sponsored by the Division of Special Education and the Bureau of Mental Retardation was held in April and was attended by 370 special educators, BMR workers, Vocational Rehabilitation workers, and parents.
12) The Division conducted 5 regionalized workshops on Vocational and Pre-Vocational Assessment which were attended by 300 individuals representing special education, vocational rehabilitation and vocational education.
13) A conference on Issues and Innovations in Educating Junior-high and Senior high school Exceptional Students was held in May and attended by 170 professionals and parents.
14) Three regional workshops on Curriculum and Programming for Secondary Age Handicapped Students were conducted and involved 100 special educators, regular educators, vocational educators and vocational rehabilitation workers.

Preschool: Passage of L.D. 1127 ensured the expansion of the statewide coordination system in this biennium. Four new sites were implemented for the first year of the biennium with the two additional sites approved for the 1983-84 year. The three new sites for FY 1982-83 were given full level funding for 1983-84 and operated on the same basis as the seven older sites.

The State was awarded $120,000 through the State Implementation Grant to: 1) study the efficacy of Maine's interdepartmental coordination model for services to handicapped children; 2) develop interagency standards for preschool handicapped programs; 3) develop an interagency system for recruiting and retaining service personnel; and 4) develop an interagency system for identifying and referring handicapped and at-risk infants. The Interdepartmental Coordinating Committee for Preschool Handicapped Children will continue to be participating in this grant.

P.L. 94-142 Preschool Incentive Grant and Part B funds were utilized to fund 11 preschool discretionary grant programs. Staff Development activities were also supported with the "Young and Special" statewide educational television course being very well received by participants throughout the state.

Gifted and Talented Programs: The 1983-84 school year showed a dramatic increase in interest and implementation of gifted and talented education throughout the state as schools became more aware of the legislation which builds the costs of these programs into the School

Finance Act under Special Education. In the past year, there were requests totaling $1,596,171.32 for subsidy of gifted and talented programs. Sixty school districts now have subsidized programs in operation in their schools, plus three regional programs incorporating 15 school districts. In all, about 80 school districts now have some form of gifted and talented education as interest and informational networks are expanded throughout the state.

The Maine Summer Humanities Program was held for a fifth time. Sixty students from around the state participated in a two-week, intensive study of the humanities. Each student attended a major class in one of the following disciplines: Philosophy, History through Autobiography, Latin American Literature, African Studies, Shakespeare, or Linguistics. The student also had opportunities to attend introductory classes in other subjects. Speakers, films, and concerts were offered in the evenings.

The Maine Summer Arts Program was held for the first time this year. Sixty students from around the state participated in a two-week, intensive study of the arts. Classes were held in Two-dimensional and Three-dimensional Art, Sculpture, Dance, Theater, and Creative Writing. Classes were taught by Maine artists, Each student majored in one class and had opportunities to investigate each of the other fields of study. Speakers, films, and concerts were offered in the evening.

The Maine Humanities Project I has been completed with a final report sent to the National Endowment for the Humanities. A curriculum and humanities resource guide is being developed for dispersion throughout Maine schools. This project was very successful in initiating curiculum reforms in ten rural secondary Maine schools, and resulted in increased interest in the state in upgrading the teaching of the humanities. As a result of the success of the first project, the National Endowment for the Humanities has awarded the State a grant for the implementation of the Maine Humanities Project II. Project II is very similar in structure to the first project, in that it will attempt to upgrade the teaching of the humanities in ten secondary high schools in the state through a collaborative effort of the State Department of Educational and Cultural Services, Bowdoin College, and the participating high schools. Teachers and administrators from the ten participating schools will attend a two-week, intensive study program at Bowdoin College this summer and will work throughout the coming year to upgrade their humanities curriculum. The second year of the Project II will involve implementation of new curriculums.

A summer Institute for Educators of gifted and talented programs will be held at Bowdoin College. Educators may elect to take programs designed for educators in beginning programs in elementary and middle schools, educators in beginning programs in secondary schools, and gifted and talented educators who have been involved in gifted and talented programs. School administrators are urged to attend sessions designed especially for the administrative point of view. Over 100 educators and administrators are expected to attend this session, well over twice the number attending last year's teachers' institute, as interest and needs-awareness is growing in the state.

The Office of Gifted and Talented Education has compiled a booklet entitled "Opportunities," listing summer programs offered regionally for gifted and talented students and teachers. The many inquiries received in this office indicated a need for a directory of summer programs designed specifically for gifted and talented students and their teachers.

The Olympics of the Mind Competition was held in Maine again this year with thirty-five school districts participating. Nearly 400 students attended the state competition held in April at Orono High School. Maine was represented at the Akron, Ohio, World Competition in May.

Federal Programs: Ninety-two individual and forty-two unsolicited local entitlement applications submitted by school administrative units were approved for a total expenditure of 417 million dollars of the P.L. 94-142 State Grant Award. Eighty-nine discretionary grants were awarded to school administrative units with seventy-eight of them for $1.8 million serving students at the elementary and secondary levels. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

In 1983-84, 1656 exceptional students in State Operated and Stae Supported programs were provided educational instruction, health services, transportation, and supplies and equipment through Chapter I ECIA (P.L. 89-313) allocations of $762,147.

Five hundred and seventy-five mentally retarded students and two hundred and eighty-two emotionally disturbed students received the majority of the services. The largest amount of funds were used for instructional salaries.

Division of Compensatory Education (Chapter I ECIA) (Donald Christie, Coordinator). Chapter I of The Education Consolidation and Improvement Act replaces Federal Title I of the Elementary and Secondary Education Act. The Division operates approximately 200 local educational agency projects statewide (totaling more than 14 million dollars). It has responsibility for approval, program compliance, performance, and evaluation of Chapter I ECIA activities as set forth in Public Law 97-35 and its amendments. The Division also oversees more than 80 sub-contract operations of the Maine Migratory Education project serving children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The Division assists other state agencies who provide free public education for children in institutions for the neglected or delinquent, or in adult correctional centers. All services available through Chapter I funding are designed to supplement existing school programs in basic skills.

Division services include: issuance of legal opinions and interpretation of Federal laws and regulations for state and local educational agencies operating Chapter I ECIA projects; investigation of specific allegations of misuse of Chapter I ECIA funds under appropriate statutes and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 200 projects in local educational agencies each year; development and presentation of inservice instruction for Chapter I ECIA administrators, teachers, assistants, aides, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading and math; close liaison with other agencies including the Maine Facilitator Center making local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation of statewide evaluation in the basic competency skills of reading and math and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

Projected Activities for FY-85

In response to teacher and parent demand, the Chapter I Calendar of Skills for grades K through 6 is being reprinted for the 1984-85 school year. The calendars will again be available for early fall distribution to local Chapter I Projects statewide. The calendars are designed primarily for parents to use at home with their children.

A Peer Counseling, Advisor/Advisee Pilot Project undertaken during the 1983 school year is being expanded in the Kennebunk School System. The purpose of the program, is to add to the number of teachers within the schools who have specialized training as effective student advisors. Through workshops, teaching sessions, demonstrations and case studies, they will develop better listening, conferring and communication skills with students, parents, staff and the community.

The Chapter I Division has agreed to continue provision of financial help to offset inservice expenses incurred to the Maine Reading and Math Association and its regional groups during the 1984-85 school year for Compensatory Education Training Sessions.

Tri-State Project

Maine, New Hampshire and Vermont were awarded a $65,000 grant from the United States Secretary of Education to obtain information about Effective Chapter I practices so that a source book and follow-up workshops could be developed and implemented throughout the tri-state area.

A Steering Committee and State Task Force made up of members from each of the three states was chosen and has since last September, 1983 spent a great deal of time in the decision making process that will directly influence the content of the source book.

At the beginning of this project, a set of fifteen indicators were set up to categorize the many Chapter I practices available in the three states. A questionnaire was sent to all Chapter I schools in the three states asking for descriptions of specific instructional and administrative activities or practices that were effective and easily implemented. Over 1,000 questionnaires were returned and reviewed by the Steering Committee, State Task Forces and Chapter I staff of each state.

One hundred and thirty-eight (138) of these practices have been chosen and will be included in the source book. They are broken down into four categories:

I. Communicating Expectations
II. Planning Instruction
III. Knowing and sharing pupil progress
IV. Providing leadership

A draft copy of the source book has been completed and the final copy is expected to be available in early fall (1984). This publication will be followed by dissemination workshops in the tri-state area.

Division of Certification, Teacher Education and Placement. (Steve Hamblin, Director). The primary responsibility of the certification section is issuing proper certification to educational personnel in the State of Maine. The certification section also provides guidance and counseling to prospective educators concerning the proper procedures, options, and alternatives that lead to certification. Another function of this section is that of monitoring school systems and their personnel concerning certification violations. The certification section also serves as advisor to the Commissioner and the State Board of Education in matters dealing with certifications and the preparation of teachers through approved teacher education programs.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

1 year conditional
5 year provisional
10 year professional
2 year provisional "B" (vocational)

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel—no fee

Certification—Questions and Answers—no fee

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,533,611	516,080	178,729		838,802	
Health Benefits	71,800	21,169	8,181		42,450	
Retirement	239,403	81,075	27,811		130,517	
Other Fringe Benefits	7,531	2,474	902		4,155	
Computer Services	1,581	473			1,108	
Computer Services—State	77,037	723	150		76,164	
Other Contractual Service	1,415,331	427,402	128,207		859,722	
Rents	33,579	12,220	1,381		19,978	
Commodities	104,275	22,253	54,536		27,486	
Grants—Subsidies—Pensions	28,020,771	2,205,824	17,132		25,797,815	
Equipment	30,510	2,428	11,039		17,043	
Transfers to Other Funds	180,517	90,000	15,016		75,501	
TOTAL EXPENDITURES	31,715,946	3,382,121	443,084		27,890,741	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333
Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20 M.R.S.A., Sect. 1A
Average Count-All Positions: 56 *Legislative Count:* 57 *Organizational Units:*
Reference and Information Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, heretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 84 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Public Services. This service maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school and public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 130,000 books, processed 26,000 in-house reference questions and mailed over 10,000 books to school and public libraries.

Automated Data Services. This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAINE), which links Maine with over 300 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

Technical Services. The Technical Services section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the NELINET computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The NELINET system is also used by several state agency libraries and one institutional library.

Maine Regional Library System. The Maine Regional Library System encourages all types of libraries—public, school, academic and special—to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 84 Maine libraries completed over 45,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 84 over 140,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (30,000 items circulated in FY 84) and a reference service relating to all handicaps.

Institutional Library Services. The State Library maintains a consultant service to Maine's eight correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-by-mail is a service provided for the approximately 200,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicaped and working people who, at their convenience, may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State Libraries, 1500 films are available for loan from the State Library. These films now circulate over 20,000 times a year, compared to 6500 in 1976, and reach an audience of over 400,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of the scheduled program services. In addition to the broadcast service, more than 8,500 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the utilization and purchase of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment. Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

PUBLICATIONS:

Downeast Libraries—$5.00

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	925,072	901,433			23,639	
Health Benefits	44,969	42,990			1,979	
Retirement	145,135	141,458			3,677	
Other Fringe Benefits	4,725	4,597			128	
Other Contractual Service	402,137	279,095	4,081		118,961	
Rents	3,655	2,459			1,196	
Commodities	180,206	165,279	3,488		11,439	
Grants—Subsidies—Pensions	484,784	413,819	1,602		69,363	
Equipment	29,678				29,678	
Transfers to Other Funds	184,718		314		184,404	
TOTAL EXPENDITURES	2,405,079	1,951,130	9,485		444,464	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111

Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the 1973 legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged.

PROGRAM: The Maine Library Commission held 6 meetings during FY 84. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide books-by-mail services; and library consultant services.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $2,400 and are, by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

RAY A. COOK, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-3421
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1983-84 school subsidies was processed and analyses and management information were prepared and distributed for the 1984-85 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared. The division was consulted through the entire process.

In addition, new programs were initiated in the areas of school accounting and data processing.

The three-year transition period for preparation and training leading to all school districts handling their financial records in the New Maine Revised Accounting System ended on June 30, 1983. As of the end of fiscal year 1984, all local agencies will report to the State in the new codes and format. Continued training will be provided by the Division for further implementation of the accompanying accounting system which is based on more sophisticated, generally-accepted accounting principles.

A new school finance act was proposed for administrative and legislative consideration. The School Finance Act of 1985 was submitted through the work of professional groups and a legislative select committee for study and discussion in the second session of the 111th Legislature.

The legislation was assigned for action by the Legislature to the upcoming special session. If enacted, the new funding formula will be effective July 1, 1985.

The conversion to the use of a self-contained minicomputer for data processing has progressed during the year. The hardware functions have been satisfactory; the software components have been excellent. The compatibility with existing systems has been solidified.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1978
9. State Personnel and Superintendents of Schools
10. State of Maine Accounting Handbook for Local School Systems

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	265,913	265,913				
Health Benefits	14,610	14,610				
Retirement	42,648	42,648				
Other Fringe Benefits	1,271	1,271				
Computer Services—State	100,953	100,953				
Other Contractual Service	43,235	43,235				
Rents	42,568	42,568				
Commodities	10,345	10,345				
Grants—Subsidies—Pensions	237,425,535	237,425,535				
Equipment	8,402	8,402				
TOTAL EXPENDITURES	237,955,480	237,955,480				

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: Weston St., Augusta; *Telephone:* 289-2184
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: May 1978 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20A M.R.S.A., Sect. 11801-11809

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report—Advisory Committee on Medical Education 1983-84

FINANCES, FISCAL YEAR 1984: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 84.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 28 *Legislative Count:* 26

Organizational Units:
Administration Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "... to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 84 the State Museum continued on its aggressive exhibits development program with the beginning of major structural work on the exhibition MADE IN MAINE and the completion of several major aspects of the work. Progress during FY 84 was so substantial that the opening date for the completed installation...the most ambitious ever attempted at the Museum...was moved forward by a full two years to the fall of 1985. As a result of a new analysis of the education programming, a greater emphasis was placed on teacher and in-service training opportunities. Despite the fact that much of the Museum is now closed to the public for construction of the MADE IN MAINE exhibition, attendance remained consistent at around 100,000 visitors per year.

Because the Museum exhibition program is funded through the operating budget of the institution, the aggressive work in progress necessarily comes at the expense of other worthwhile museum programs...many of which receive only cursory attention at present. The Maine State Museum Commission, however, has established, as a matter of policy, that the Museum's first responsibility is the completion of the long-term exhibition program. While this work continues underway, the Museum's budget, and its staff, are involved to a large extent in the project, at the expense of other services which otherwise might be pursued more aggressively.

Exhibitions. The exhibition program can be characterized as falling into three broad areas of work: the long-range planning for future installations, the construction of major long-term exhibits in the Museum, and the mounting of short-term changing exhibitions. During FY 84 there was substantial activity in each of these areas.

In the area of planning the Maine State Museum Commission has started a series of intensive studies of long-term museum programs with the objective of providing guidance for the Museum in its development in the late 1980s and early 1990s. Planning for the major exhibition called 12,000 YEARS IN MAINE received considerable attention and concluded with the preparation of a floor plan and conceptual layout for this important installation which will be built in the late 1980s. As work has proceeded in the building of the MADE IN MAINE exhibition, additional design details have been added to the original scheme. A large area on the Museum's lower level has now been earmarked as an adjunct to the MADE IN MAINE exhibition and will be used for the exhibition of larger Maine-made products such as automobiles, wagons, and machinery made in the State.

The temporary exhibition program for FY 84 included the conclusion of the CHEZ-NOUS: THE ST. JOHN VALLEY exhibition which was sent from Augusta to museums in the Canadian Museums' system on tour following the very successful term of exhibition at the State Museum. Following the CHEZ NOUS exhibit was a major installation of MAINE PAINT-DECORATED FURNITURE which had been assembled by the Museum over a number of years. This exhibition was accompanied by a major exhibition catalog of the collection, **Simple Forms and Vivid Colors**...the first such effort undertaken by the Museum and an effort repaid to the Museu by a sellout of the first edition of catalogs during the first half of the show's term. The Painted Furniture exhibition has been sent on loan for the summer of 1984 to the Brick Store Museum in Kennebunk.

The third exhibition mounted during the year was the display of a collection of artifacts from the estate of Dr. Clinton and Alice Peters of Raymond. The Museum acquired over 400 pieces from this estate and the Peters' exhibit, entitled A GENEROUS BEQUEST seeks to show the Museum's audience the good fortune of the State Museum in receiving this bequest.

A considerable amount of time during the fiscal year was invested in the planning of future temporary exhibits. One, to begin in September of 1984, will deal with the life of children in Maine during the latter part of the 19th century. This exhibition, called MAINE-LY CHILDREN will occupy the second floor exhibit area for about 18 months.

The major exhibition program for the FY 84 year, however, continues to be the development of the MADE IN MAINE exhibition. This major effort has entailed an excavation and redesign of the entire lower level area of the Museum. This area of the Museum building remains entirely closed to visitor traffic until it is thoroughly complete. Dealing with the 19th century working world of Maine, the MADE IN MAINE exhibition will include a large number of Maine-made products plus a series of installations designed to express the working lives of Maine people who made the products on view. The exhibition is organized by work environments: the home, shop, mill and furnace, and factory being the major categories. This is the most ambitious project ever undertaken by the Museum and every effort is being made to finish the entire job prior to its being opened to the public.

Collections. The Museum continued to acquire collections at a prodigious rate during FY 84. However, the Museum focus of the MADE IN MAINE and 12,000 YEARS IN MAINE planning influenced the overall direction of the collecting effort; tending to focus this effort in the areas of immediate need for these major installations. A series of power looms from the Knox Woolen Mill were augmented by other similar equipment secured out of State but of the kind used in Maine mills. Other woolen mills in Maine...notably Cascade of Oakland and Tex-Tech of Monmouth have lent important assistance toward the restoration of these collection items. Machinery needed for a variety of the projected work settings have been acquired and a strong effort has been made to upgrade the collection of products which will be available for exhibition.

During FY 84 the Museum was the recipient of two generous bequests of collection items. The first was a large selection of furniture and decorative arts objects left to the Museum by Dr. Clinton and Alice Peters of Raymond. Under the terms of the will the Museum was to make a selection of the entire contents of their home...taking for the Museum those objects deemed worthy of museum ownership, and disposing of some as might prove desirable to upgrade, add to, and maintain the Peters' collection. Through this bequest the Museum has acquired a large selection of fine American furniture.

A second bequest during the fiscal year was the home and contents of the late Mrs. Gladys Brown of Augusta. The proceeds from the sale of the home (scheduled in FY 85) and the contents are to be used to add to the collection of items from the home that were kept by the Maine State Museum. The proceeds of these sales will be used to purchase collection objects which will then be held in Mrs. Brown's name. The State Museum appreciates these generous bequests which not only aid in the building of the Museum's collections, but demonstrates support for the Museum's objectives and programs.

Conservation. The Museum remains involved in the care and conservation of materials at an increased pace reflecting the heightened needs for the MADE IN MAINE and the 12,000 YEARS IN MAINE installation as well as several temporary shows. Due to the continued high level of conservation work required in the mounting of these installations by the Museum, and the work created by new acquisitions coming through large bequests, the services of the conservation laboratory continue to focus specifically upon the needs of the State's own collections. Paper conservation needs at the State Museum have declined as much of the backlog of needed work has been completed. The position of paper conservator has, therefore, been eliminated in order to invest funds in the contracting of work in conservation and exhibit construction areas. The Museum finds that at the present pace of incoming collections, the Museum could undertake conservation of paper materials more cost-effectively by contracting for services...a service now available within the State of Maine. Through work on the major exhibit installations, it has been discovered that there are other areas of collections conservation needs which must be addressed shortly if the Museum is to sustain its primary role of protector and preserver of State property. Many classes of artifacts particularly ethnographic materials and larger wagons and machinery require increased attention in the coming year.

Volunteers. Twenty volunteers donated over 2,600 hours of service to the Museum during FY 84 in the areas of visitor services, research on historical objects and technical services (photography and exhibit preparation). In recognition of their commitment and dedication to the State Museum programs, the annual Volunteers' Luncheon was held May 21 at the Holiday Inn where awards and certificates were presented.

An annual workshop program was initiated by the Division of Public Programs for all Visitor Services staff and volunteers. Specific training included the safe operation of wheelchairs and fire extinguishers, plus procedures for emergency evacuation in the galleries. Informational presentations were given on the topics of "How a museum works" and "The Preservation of Material Culture."

A Handbook for Gallery Operations is currently being written for next year's annual workshop to provide uniform procedures for both staff and volunteers who are responsible for visitor services and safety, and the preservation of artifacts on exhibit.

Educational Services. A new brochure on "How to Schedule Group Tours" was provided to elementary, junior and senior high school administration and teachers and to other groups such as summer camps, senior citizen clubs, etc. The brochure promotes increased public use of the museum.

The group tour brochure describes our 13 gallery programs which explore the historical uses of artifacts on exhibit and provides a registration form and map for planning tours at the Museum, Blaine House, State House and Fort Western. Visitation from school-age groups accounted for 33% of total attendance during the school year and 25% of total attendance for FY 84.

The "Natural Fibers" kit designed to supplement social studies in elementary schools continues to fill a need as proven by the 1,730 kits mailed during the 83-84 school year.

New Holiday Schedule. In order to make the State Museum's collections on exhibit more accessible to Maine citizens and their visitors, the Museum is open the regular 7 days a week year-round and only closed on New Year's Day, Easter, Thanksgiving and Christmas.

The State Museum cosponsored a University of Maine-Augusta evening course this spring on "Rediscovering Decorated Furniture". The course coincided with the exhibit on Maine Paint-decorated Furniture. There were 30 adult registrants.

Video Program. The Museum participated in a Public Service Program Series with other Maine state and municipal agencies. A 13-minute videotape was produced on a behind-the-scenes look at the building of the MADE IN MAINE exhibit. The film documented our progress to date on the over 10,000 square feet exhibit on the lower level in November-December 1983. The two segments were aired over such television stations as Channel 5, WABI and Channel 8, WMTW. The videotape is now available to Museum visitors to give them a "sneak preview" of the Museum's most ambitious long-range exhibit program in its history.

To create enthusiasm for the future exhibit, MADE IN MAINE, and to solicit help with the acquiring of historical photographs and artifacts, a promotional brochure was developed to inform our audience of the purpose and scope of the exhibit. The scale model used in planning the exhibit has also been placed on exhibit to acquaint the public with the area being developed.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY
Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0. . . . . cloth binding 14.00

Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9 . . . . cloth binding 14.00

Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3 . . . . cloth binding 22.00

Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1 . . . . perfect bound 8.95

Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 . . . . perfect bound 2.95

Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,
Illus. 262 pp. ISBN 0-913764-12-4 . . . . cloth binding 22.00

Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY.
Ed. by Arthur E. Spiess. Illus. 160 pp. cloth binding 22.00

Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS—Maine Painted Furniture 1800-1850.
Illustrated in color. 120 pp. ISBN 0-913764-15-9 Hard cover $25.95
ISBN 0-91376416-7 Perfect bound. 17.95

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	521,843	499,795	22,048			
Health Benefits	26,466	24,598	1,868			
Retirement	82,646	79,215	3,431			
Other Fringe Benefits	2,636	2,521	115			
Other Contractual Service	211,593	156,038	34,699		20,856	
Rents	1,315	1,171			144	
Commodities	151,074	121,611	28,486		977	
Grants—Subsidies—Pensions	8,753	4,913	3,650		190	
Equipment	4,920	1,859	3,061			
Transfers to Other Funds	3,840				3,840	
TOTAL EXPENDITURES	1,015,086	891,721	97,358		26,007	

MAINE STATE MUSEUM COMMISSION

JOHN K. HEYL, CHAIRMAN
ARNOLD STURTEVANT, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held 11 meetings during FY 84.

The Commission has organized into four study committees to formulate future Museum policies concerning collections, exhibits, outreach and publications. Application for reaccreditation by the American Association of Museums has been made.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered on a continuing basis.

The Commission reviewed and approved the budget and programs submitted by the Museum Director to the second year of the 111th Legislature.

Volunteers who served the Museum throughout the year were honored by the Commission with a luncheon during National Volunteer Week in May.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $2,826 in FY 84 and are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Personnel Officer

Central Office: Education Bldg., Augusta *Telephone:* 289-2796
Mail Address: Statehouse Sta. #23, Augusta
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20 M.R.S.A., Sect. 1B
Average Count—All Positions: 2 *Legislative Count:* 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Officer and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employees grievances, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant consequences to individual employees and their work life are continuously assessed, explained, and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

WILLIAM F. PAGNANO, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mail Address: Statehouse Sta. #23, Augusta
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20 M.R.S.A., Sect. 1B

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To provide funds to assist local units to reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey. The Division of Higher Education Services (formerly attached to the Bureau of Instruction) is now part of the Bureau of School Management. Baxter School for the Deaf (formerly part of this Bureau) is now directly under the supervision of the Commissioner.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out estabished procedures leading to the authorization by the Legislature of the requested degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post Graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and Massachusetts. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program and the new Maine Guaranteed Parental Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require. Although there are no programs for which funds are now available, programs which had been funded and administered in the past included Titles III and VII-A of the Higher Education Act of 1965.

All student academic records of students' attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes as well as being made available to an individual student upon request. A student desiring copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools those which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

Division of School Operations. The program for the education of children residing in the Unorganized Territories (E.U.T.) involves the operation of five (5) elementary schools for 256 pupils K-8 in addition to 924 students who are tuitioned and transported to local school systems throughout the State. Approximately sixty employees, twenty-three school buses, and fifty private conveyors are utilized to provide free public education to students in Maine's remote townships. During school year 1983-84, a five-year plan for necessary construction at the five elementary schools was developed, and construction of a multi-purpose room to alleviate space problems at the Edmunds Consolidated School is scheduled to get under way by the end of calendar year 1984. Computers and VCRs have been introduced in each of the schools to allow the students in these rural areas to join their peers throughout the State in becoming familiar with these new instructional tools. Adult education is also being offered in the Unorganized Territories for the second consecutive year.

The Maine Conservation School, located at Bryant Pond, is also administered by the Division of School Operations. Conservation and environmental courses are conducted for both junior/senior high school students each year, workshops are offered Maine teachers, and special elderhostel programs are offered in this residential setting.

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, private schools, summer recreation sites and summer residential camps. In addition, the unit administers the Nutrition Education and Training Program which has as a priority goal of making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received nearly $12,500,000 Federal funds to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $950,000 in matching funds. All meals served to children were reimbursed in whole or in part by Federal funds. In December, 1983, participation in Maine schools averaged 108,959.

Meals Served Daily, December, 1983

Program	**Free**	**Reduced Price**	**Regular Price**	**Total**
School Lunch	43,894	13,162	52,103	108,959
School Breakfast	5,009	609	1,101	6,719
School Milk	376		1,975	2,351

The Summer Program is reaching fewer children, but more Maine children this year. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served During Summer of 1983

Breakfast	62,604
Lunch	68,452
Supper	51,426
Supplement	39,990

Donated Commodities. Sixty-three various products were received from the U.S. Department of Agriculture and were distributed to recipient agencies during this fiscal year. Products included dairy items, meats, poultry, vegetables, fruits and various grain products.

Recipients included approximately 107,000 children in school lunch and child care centers, 10,600 young people in summer camps and 15,000 persons in tax exempt, non-profit institutions. Certain dairy products were also made available to 4,000 children in 45 day care centers and approximately 2,700 persons in senior citizen centers. A special distribution of over 2,200,000 pounds of donated commodities were provided to local Food Banks and Community Action Centers for distribution to needy persons under presidential directives. Distribution was made to over 76,000 households.

For 12 months ending June 1984, we have distributed to all recipient agencies 9,950,000 pounds of product with an approximate value of $7,672,000.

This Distributing Agency has entered into processing contracts with ten different companies producing breads, pizzas, salad dressings, and fish and cheese products. The value of USDA commodities shipped to these companies amounted to $292,000 for this 12 month period. This value is reflected in reduced prices to recipient agencies as an added benefit from our program.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 132 schools which issue completion certificates to 8,900 students.

One hundred twenty-eight (128) school bus purchase approvals were issued and the expenditure of $4.0 million in school bus purchases and bus note payments were certified for the fiscal year.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Energy audit recommendations have resulted in approvals for energy improvements to public schools totalling $10.7 million. Of this total, energy improvements amounting to $8.9 million have been completed.

During FY 1984, 127 leases were approved for a total of $635,514 to provide space for local administrative units until construction can be approved.

The State Board of Education granted concept approval for 17 pubic school construction projects in the amount of $18,358,000. One project totalling $541,500 failed to gain a favorable local vote in referendum. Thus, the net approved school construction level for FY 84 was $17,816,500.

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free—receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,174,759	950,748			224,011	
Health Benefits	65,940	52,845			13,095	
Retirement	183,926	150,771			33,155	
Other Fringe Benefits	5,460	4,323			1,137	
Other Contractual Service	2,651,989	2,151,373			165,853	334,763
Rents	7,238	6,914			324	
Commodities	93,675	71,825			16,790	5,060
Grants—Subsidies—Pensions	13,520,301	952,226	34,905		12,452,569	80,601
Buildings and Improvement	154,265	44,295				109,970
Equipment	256,967	83,493			5,624	167,850
Interest—Debt Retirement	741,462				5,624	167,850
Transfers to Other Funds	162,376	128,434			18,411	15,531
TOTAL EXPENDITURES	19,018,988	4,597,247	34,905		12,931,599	1,455,237

BUREAU OF VOCATIONAL EDUCATION

ROBERT F. BOURQUE, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20 M.R.S.A., Sect. 1B
Average Count—All Positions: 583⅓ *Legislative Count:* 399

Organizational Units:
- Division of Program Services
- Division of Secondary Vocational Education
- Division of Adult & Community Education
- Division of Postsecondary Vocational Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, inservice training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Affirmative action: The Bureau of Vocational Education operates an affirmative action program which has three primary functions: technical assistance; evaluation; and special programs.

1) Technical assistance is provided to secondary and post-secondary vocational and technical institutions for the purpose of refining local affirmative action plans, developing policy, conducting training sessions, clarifying legal and policy issues, providing resources, and acting as a clearinghouse for information. Training sessions conducted were one day workshops on the issue of preventing sexual harassment. Workshops were conducted at NMVTI (3), KVVTI, SMVTI, and EMVTI.
2) Evaluations for civil rights compliance are conducted once every five years for all secondary and postsecondary programs of vocational instruction provided by vocational regions and centers and State ,operated vocational-technical institutes. These evaluations focus on local affirmative action policies, admissions and recruitment of students, access to programs and activities for students and employment. These evaluations are conducted as part of the school accreditation process. During fiscal year 1984, civil rights evaluations were conducted of: the Caribou Vocational Center, the Skowhegan Vocational Center; the Ellsworth Vocational Center, and Vocational Region Seven (Waldo).
3) Special programs were conducted during fiscal year 1984 at the secondary and postsecondary levels. Vocational Region Four (Bangor), the Portland Regional Vocational Center, and the Capitol Area Vocational Center (Augusta) each conducted programs for sending school teachers and counselors to acquaint them with vocational training available to their students with special emphasis on opportunities for young women in nontraditional vocational programs/jobs. This activity relies heavily on the use of hands-on activities in each trade area being explored.

An identical program was offered by Region Four for middle school girls to explore programs considered nontraditional for girls. Portland Regional also ran an identical program for boys and girls for each to explore traditional and nontraditional programs.

At the postsecondary level, Northern Maine Vocational-Technical Institute conducted its fourth Prevocational Nontraditional Exploration Program for Disadvantaged Women. The three and a half week program's primary emphasis was to provide the ten women enrolled with an opportunity to learn about nontraditional careers through hands-on experiences. In addition to hands-on experiences in nontraditional trades, the women received instruction related to personal development and career decision making. As a result of this program, three have applied and two have been accepted. The two who were accpeted will be enrolled in carpentry and electronics, and the third has applied for practical nursing and a fourth is expected to apply for auto body.

Agriculture and Natural Resource Programs: During fiscal year 1982-83, approximately 31 agriculture and natural resource programs were in place. Included in these program areas are wood harvesting, horticulture, marine occupations, general and vocational agriculture. In addition to these secondary programs, five postsecondary (VTI) programs are offered. These include agriculture mechanics, soil science, and wood harvesting.

Adult education continues to grow in the many diverse course offerings of approximately one hundred different agriculture and natural resource areas.

The total students served numbers approximately 1,400 for 1983-84, not including the adult program areas.

The agriculture and natural resource professional teachers organizations continued to be very active. The Maine Vocational Agriculture Teachers ASsociation (MVATA) held six meetings including in-service workshops and seminars covering such topics as soils, FFA contests, current trends in the potato industry, and forestry in the agriculture curriculum. The annual conference was a six-state regional affair held in Storrs, Connecticut.

The Maine Forestry Instructors Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" held at Squaw Mountain in Greenville. Topics covered in the in-service study included technical updates, safety, new industry practices, and legal aspects of teaching.

The M.F.I.A. was instrumental in the production of a publication called "Safety Guidelines for Forestry Related Instruction in Maine Schools". These safety guidelines are available from the Maine Department of Educational and Cultural Services. Work is currently underway by the M.F.I.A. to complete a first aid curriculum for forestry teachers. The annual high school woodsmens' meet was held at Unity College in May with approximately 100 participants attending.

The Future Farmers of America (FFA) is functioning well in Aroostook County. The annual convention was held in Orono at the university in June. The many activities the FFA students and officers are involved in include national leadership training in Washington, DC, contests at Eastern States Exposition, regional public speaking contest, and the Fall national convention in Kansas City. The FFA day-to-day administration is carried on by Clair Carter, part-time executive secretary of the Future Farmers of America.

The Maine Vocational Association honored Charles Haegele as the "Vocational Teacher of the Year" at their convention in Rockport, Maine. Charles is a secondary wood harvesting instructor at the NOVA vocational region in Newry, Maine.

Marketing/Distributive Education: In 1983-84, 400 students were enrolled in 16 Marketing/Distributive Education Programs.

The sixteenth State Leadership Conference for Marketing/Distributive Education students (DECA) was held at the Bangor Mall and Husson College on May 18-19, 1984.

One hundred and fifty high school juniors and seniors from all over Maine participated in competitive events in the areas of advertising, sales demonstrations, and store layout.

Robert H. Thomas, Director of Cooperative Education at Husson College, assisted in directing the Conference designed to strengthen students knowledge of the principles and practices of the free enterprise system.

For the first time students competed within more than a dozen places of businesses located at the Hogan Road Mall. Numerous store owners and their personnel judged the competitive events. Some events were at the master employee level while others were of a supervisory capacity.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1983-84. Student enrollment at the three sites approved by the State Board of Education as Vocational Business programs totaled 300.

Educators in Business began the 1983-84 school year with a convention on November 4-5, 1983, at the Sonesta in Portland. June Gillis, instructor in the Business Education Department at Westbrook High School, was recognized as Business Teacher of the Year.

Council members of the Business Education Association of Maine selected two topics for in-service training sessions. "A New Curriculum For the 80's" was offered twice. Donna LaGanga, South-Western Publishing Co., conducted sessions at Portland on January 31, 1984, and in Bangor late in April. "Office Technology" was a workshop held at Husson College in March.

Diagnostic principles of Cortez Peters, a renowned typist, were offered at five cites during 1983-84. Trainees of his methods from a year ago offered classes at Machias, Presque Isle, Bangor, FArmington, and Waterville.

Drafts of curriculum guides; data processing, word processing, and typewriting have been edited and are now being printed and soon to be disseminated.

The State Association of Future Business Leaders of America presented charters of membership to six new chapters in 1983-84. State FBLA membership totals over 400.

Hope Holyoke, Nokomis High School, Newport, President, initiated a regional leadership conference at Newport on November 18, 1983. She presided at a State Convention held April 6-7, 1984, at Holiday Inn Downtown Portland.

Competitive tests in seven business subjects were administered to 2,272 contestants within the fourteen regions. Thomas College, Waterville, and the Northern Maine Vocational-Technical Institute, Presque Isle, hosted 282 students on May 18, 1984, in the State contests.

Consumer and Homemaking: In 1983-84, there were 122 senior high schools and 72 middle/junior highs offering Consumer and Homemaking Education to girls and boys. Several of the senior high teachers also taught junior high classes. Of the 19,000 students served in grades 9-12, 22% were males—a 2% increase from the previous year.

Scheduled visits were made to 38 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, discuss facility changes, and to assist administrators who requested service.

All twelve area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher in-service needs. The topics of "Excellence in Schools" and "Effectiveness Education" were discussed, particularly in relation to the contributions of Home Economics Education. Plans were also made for an all-day workshop to be held in September of 1984.

A one-day leadership workshop was held in the fall of 1983 at Hermon High School for Maine Future Homemakers of America officers, district chairmen, and their advisors. The Executive Council provided leadership for 500 girls and boys from 30 chapters which were affiliated with the State and National associations.

The annual FHA Convention was held in April of 1984 at Hermon High School. Over 300 youth and adults participated. Focus of the convention was "All Children Are Special".

Six Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "Satisfaction From Interaction".

The President of the Maine Future Homemakers of America, two adults, and the State FHA Advisor participated in the 1983 National Convention in Washington, D.C. One of the major events was the dedication of the new 2.5 million dollar headquarters building in Reston, Virginia.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, wage-earning, and some other teachers. Curriculum materials were circulated over 7,000 times during fiscal 1984. Several workshops were provided by the coordinator. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for new resources and to assist the Coordinator with administrative decisions.

Consumer and Homemaking funds were provided to the University of Maine at Orono and at Farmington to assist in the training of home economics teachers. The State Consultant, department heads, and teacher educators met to coordinate a cohesive home economics program around the State.

The State Consultant serves as a member of the Home Economics Advisory Council and the President's Alumni Advisory Board on Teacher Education at the University of Maine at Farmington.

Cooperative Vocational Education and Work Study Programs: Vocational cooperative education programs provide Maine students with a planned work/learn sequence in local businesses and industries in accordance with Maine labor laws. Related instruction supplementing the job experience is provided in classroom settings while the skills are learned in paid job experiences with the cooperation of area employers. In 1982-83 fiscal year, 56 programs were offered in 42 locations throughout the State. These programs served 1,512 students in cooperation with Maine employers.

Industrial Arts: There are presently 191 Industrial Arts programs in the State of Maine, with 370 instructors.

For the first time in several years, there is a surplus of teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Vocational Education and the Office of Teacher Certification and Placement.

Plans to expand the Industrial Arts Teacher Education Program at USM to the University of Maine at Presque Isle have been delayed. There are plans presently to establish a school of technology at USM in the near future which will include the Teacher Education Program.

Inservice education activities for 1983-84 have included excellence in industrial arts, safety and liability in school laboratories, occupational safety and health, micro-computers as management and instructional tools and technology education.

Industrial Education Degree Programs: Four hundred fifty-seven (457) persons are matriculated in Industrial Education degree programs at the University of Southern Maine. At year's end, 21 received baccalaureate degrees in Industrial Education.

Health Occupations: During FY 1983-84, a curriculum revision project was completed for the training of Certified Nursing Assistants—secondary, post-secondary and adult education.

The completed curriculum was approved by the Maine State Board of Nursing in July and will be available for dissemination by Fall 1984.

A second curriculum development project was begun to expand and update the Activities Coordinators course. This project will be completed by Fall, 1984 and will be utilized primarily by Adult Education delivery systems in the State.

During FY 1984, K.V.V.T.I.'s Associate Degree Nursing upgrade program won national distinction when one of its students placed number 1 in the National Test Board Exam and once again Maine retained number 1 position in the L.P.N. test pool scores.

For school year 1983-84, 1,239 Certificates of Training were issued to graduates of secondary, post-secondary and adult education programs preparing Assistants to Nurses. (This represents an increase of 200 over fiscal year 1982-83).

The Maine State Advisory Board for Health Occupations Education focused its attention on the activities of the Maine State Nurses' Association Task Force to develop legislation which proposes two levels of Entry into Practice by 1985: 1. The Professional Nurses—minimal level of preparation: a Bachelors degree in Nursing; 2. The Technical Nurses—yet to be defined. An extensive survey was undertaken by the Board of the State's Health Care providers to determine the anticipated impact of the proposed legislation. The Board and the State's V.T.I. system issued position statements on the proposed legislation.

One new secondary program serving geographically isolated, disadvantaged youngsters was implemented at Lubec.

Fall 1983 enrollments for secondary Health Occupations programs totaled over 660 and V.T.I. L.P.N./A.D. enrollments totaled over 245.

State and National Labor Market trends indicate rapid growth in high technology health occupations programs as well as increased need for trained personnel in community health and preventive health. The State's curriculum revision projects have been adapted to meet the changing needs of the health care industry. Numerous in-service workshops were provided to the V.T.I. nursing programs via the in-service contract with the University of Southern Maine. National leaders in Nursing Education including representatives from the National League for Nursing (the accrediting agency for all nursing programs) were utilized. In addition, a summer course for recertification credits was offered to secondary, post-secondary and adult nursing and health occupations instructors. Maine H.O.S.A. (Health Occupations Students of America) increased its membership during FY 1983-84 and sent two representatives to the National Conference in Orlando, Florida.

During FY 1983-84, the consultant visited all new programs and instructors as well as one-third of all on-going programs. Five-year evaluations were completed at five secondary vocational centers/regions.

Wage-Earning: During FY 1983-84, a summer course in Sanitation Certification was offered to Secondary and Post-Secondary Food Service instructors and Food Service Supervisors. This course provided successful completers with national certification from N.I.F.I. (National Institute for the Food Service Industry) and will enable instructors to teach the program to their students at the local level.

The State Food Service Advisory Board reviewed and endorsed the revised state curriculum which was disseminated to the State's secondary instructors in the Fall of 1983.

A new Food Service program was implemented at Region 10-Brunswick. Enrollments in Maine's Secondary Wage-Earning programs as of Fall 1983 were over 600. (This includes Child Care, Clothing and Textiles, and Food Service). Lack of federal funding for Day Care programs has held employment opportunities to a slow growth rate. Hence, enrollments in this program remain somewhat stable although there continues to be great public support for the value of this type of training.

Industry trends have caused dramatic changes in emphasis in the State's two Clothing and Textiles programs, which focus primarily on customer service, entrepreneurship opportunities and marketing.

The State consultant visited all new programs/teachers to provide technical assistance. In addition, 5 five-year evaluations were completed at Centers/Region sites.

Trade and Industry: Trade and Industrial programs are those programs that encompass hard trades such as welding, machine tool, etc.

In the 1982-83 fiscal year, there were 187 secondary vocational programs covering 20 occupational areas offered in 50 locations throughout the State. These programs provided entry level vocational education to 5,754 Maine students.

The in-service contract with the University of Southern Maine was renewed for this year and provided Maine's vocational instructors with a series of technical updating seminars and workshops. Course offerings in the teaching of vocational education continue to be delivered throughout the State with the services of an itinerant instruction from the USM campus. These courses, workshops and seminars help improve the quality of vocational education and assist vocational instructors in meeting recertification requirements.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized voational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 20 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 1040 handicapped students received special services through the federal projects.

Cooperative Agreement: Nineteen regional cooperative agreements have been written, signed, and implemented as a guide for streamlining services for handicapped students. One has been written but not signed; it is being used as a guide. As a result of the completion of a needs assessment and cooperative planning, a 45 hour course was offered on Teaching Students with Special Needs and also an Institute on Functional Curricula Develpment with participants from Special Ed., Voc. Ed., Voc. Rehab., guidance counselors, administrators, and aides. The goal of the institute was to define the role and responsibilities of the different agencies as spelled out in the cooperative agreements with emphasis on team planning and curriculum modification.

Teacher Training: During fiscal year 1984 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine so that they can deal more effectively with handicapped and disadvantaged student populations. The concept of ongoing long-term commitments to staff development effors within vocational institutions of Maine has been encouraged, and more emphasis is being given to individual professional growth of vocational educators.

The vocational staff development system provided 59 professional growth activities with participant enrollment of 1,141. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Methods of Instruction for Working with the Disadvantaged and Handicapped, Methods of Curriculum Development, Pre-Service Institutes, Practices and Trends in Special Education, Metrics, Computer Assisted Design, Programming for the Handicapped, Institute for Simulated Office Practice, Health Occupations Workshops, Functional Programming for Handicapped, Teacher Liability Workshop, Individualized Instruction and Precision Teaching, Workshop on Craft Committees, Safety Workshop, Training the Non-Traditional Student and Worker, Designing and Implementing Effective Individual Education Plans, Vocational Agricultural Curriculum, and Introduction to Computers for Remedial Instruction.

Disadvantaged Persons: Thirty-nine projects were funded during fiscal year 1984 and provided services to 5,120 secondary, postsecondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, and placement. These projects include services to 668 displaced homemakers and 279 inmates at four correctional institutions.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1984. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results. Five schools have been involved in the self-evaluation process; three have been given five-year approval and two will be submitted to the State Board of Education in the fall of 84. Four other schools will be involved in the self-evaluation process during FY 1985.

Construction of Schools: Vocational Region 10, Eastern Cumberland-Sagadahoc County, was completed July 15, 1983.

Exemplary and Research: The Maine Audubon Society has refined the five curriculum guidebooks that they are working on dealing with vocational education and the importance of energy efficiency. Guidebooks have been developed in the following areas: home economics, building trades, plumbing and heating, marine occupations, and auto mechanics. These guidebooks convince, motivate, and direct vocational educators by connecting energy education with a teacher's own experience, interest, and need. Basic energy concepts are identified and explained. Learning activities and methods are developed which integrate energy materials and concepts into classroom, laboratory, and workshops.

Vocational Education in Postsecondary Schools: Maine has six postsecondary vocational-technical institutes (VTI's) located throughout the State. These institutes are funded by State legislation, while the State Board of Education has responsibility for their operation, administration, and supervision through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire occupational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational-technical institutes. The six VTI's offer a wide range of technical, trade, health, and business programs at the associate degree, diploma, and certificate levels.

Full-time daytime enrollment at the VTI's for fiscal year 1984 was 3,574. Each institute offers an adult education program, and the enrollment for 1983-84 is estimated at 13,000 students. The VTI's offer an estimated 120 programs each year. In 1983-84, they employed 300 instructional staff and an administrative staff of 42.

Student aid is made available to VTI students through College Work Study, Pell grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through Federal Vocational Education funds; JTPA programs are funded at the VTI's under the six percent Vocational Education Grant through JTPA Title II funds.

VTI Work Study: College Work Study programs are offered by each of the postsecondary vocational-technical institutes to aid students with their educational costs. During fiscal year 1984, an estimated 696 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and groundskeepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1983 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Bureau's major thrusts.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, community education, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-two local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1983 totalled 90,013. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Fire Service Training: The Fire Service Training Program (FST) employs a staff of three full-time administration and staff people and 28 part-time field instructors. During FY 1983-84, 84 training courses were taught in every county of the State. There were 1,134 hours of instruction provided in hands-on firefirghting skills and related knowledge, yielding 14,644 student completion hours. In addition, 4 Certified Fire Instructor Regional Academies and 4 Certified Firefighter I Regional Academies, co-sponsored by local Adult Ed programs provided 558 hours of instruction (12,268 student completion hours) to firefighters in 8 counties. Using the Regional Academy approach, Fire Service Training has, with the help of the VTI Fire Technology programs, trained nearly 150 certified fire instructors in two years, on target to attain our goal of training 500 fire instructors over the five years 1983-87.

The Maine State Fire Academy trained and certified 34 firefighters in an intense 106-hour program conducted jointly with NMVTI and the Presque Isle Fire Department.

In addition to direct delivery of training, the FST Program assisted regional fire training organizations in delivering 15 weekend Fire Attack Schools attended by nearly 3,200 Maine firefighters.

Other services provided include fire apparatus specification and acceptance testing, performance testing, as well as fulfilling more than 825 requests for audio/visual aid materials from the FST library.

A one-year curriculum development process, accomplished by FST instructors, funded with vocational education monies, has yielded a comprehensive firefighting curriculum based on National Fire Protection Association Standards, which was implemented July 1, 1983. The transition to performance-based instruction provided the foundation for a fire education and training "system" linking all of Maine's fire service educational organizations into a coordinated effort.

Since implementation of the state standard curriculum, more than 175 fire department training officers in Maine have adopted it as their training guide.

A task force of FST instructors led by the FST Supervisor developed a comprehensive program policy manual during FY 84. The 78 page guide spells out everything you always wanted to know about FST program philosophies, goals, objectives, policies and procedures.

Veterans Education: During Fiscal Year 1984, the Veterans Education Unit of the Department continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents who are eligible for and utilizing the "Vietnam Era G.I. Bill." Funding was consistent with that of the prior year.

During Fiscal Year 1984, the Veterans Education Unit provided a range of program approval and supervisory activities with 57 institutions of higher learning, 9 branches of these 57 institutions and 69 schools which offer non-college degree programs. In addition, the unit was involved in approval and supervisory activities with 75 training establishments, a 50% decline from the prior fiscal year, which offer one or more on-the-job training programs. There were approximately 1,900 veterans and eligible dependents participating monthly in education and training programs throughout the fiscal year, a 5% decline from fiscal year 1983. They brought approximately $8,500,000.00 into Maine through the receipt of Veterans Administration Educational Benefits.

Only those veterans who were in the active service prior to January 1, 1977 are eligible for educational benefits, therefore, there will be substantial declines in the number of approved schools and on-the-job training establishments as the number of eligible veterans decline. This will also result in substantial declines in the amount of money brought into Maine for veterans and eligible dependents education and training benefits.

A new "peacetime G.I. Bill" was introduced in the Congress during the spring, passing the House but being defeated in the Senate by a close vote.

The Veterans Education Unit staff have been very active in official positions of the National Association of State Approving Agencies. The Coordinator of the Unit was elected President of the Association for 1985.

LICENSES, PERMITS, ETC.:

Certificate:
 Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels
Certificate:
 State-certified Firefighter I, II; Fire Instructor I (NFPA)

PUBLICATIONS:

Various publications in the following categories are available free of charge:

- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Vocational-Technical Institutes
- Miscellaneous Bureau Publications
- Directory of Schools and Training Establishments Approved for the Education and Training of Veterans and Dependents
- Cooperative Agreement (programs & services to handicapped students)
- A Model for Placing Handicapped Students in Vocational Programs
- Programs for the Handicapped U.S.O. Ed.
- Disabled U.S.A. $9.50 Annual
- I Can Ideas for Vocational Teachers
- A Handbook for Local Advisory Councils on Vocational Education
- Instruments and Procedures for the Evaluation of Vocational/Technical Education Programs at the secondary level
- Publication for Equity Guidelines for State Department Staff
- Safety Education in the School Shop
- *Vocational Education Directory*

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	878,443	202,577	76,597		599,269	
Health Benefits	38,084	8,089	3,561		26,434	
Retirement	138,244	33,079	11,912		93,253	
Other Fringe Benefits	4,157	981	316		2,860	
Computer Services—State	202,665		532		202,133	
Other Contractual Service	600,005	97,578	29,381		473,046	
Rents	11,881	1,648	8,515		1,718	
Commodities	33,238	997	10,348		21,893	
Grants—Subsidies—Pensions	3,224,924	1,969,979			1,254,945	
Equipment	10,097		2,038		8,059	
Transfers to Other Funds	232,706		3,454		229,252	
TOTAL EXPENDITURES	5,374,444	2,314,928	146,654		2,912,862	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210
Established: 1964 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20 M.R.S.A., Sect. 57
Average Count—All Positions: 67½ *Legislative Count:* 67½

PURPOSE: The primary mission of Central Maine Vocational Technical Institute (CMVTI) is to provide instruction in trade and technical skills while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by training competent and responsible workers who are not only skilled in up-to-date techniques, but who have good attitudes about working.

ORGANIZATION: CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 11 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Power Engineering Technology, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing and Food Preparation are three semester programs with classes scheduled throughout the calendar year. Welding is a 26-week program which starts in September and ends in March. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained four additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, Sheet Metal, Power Engineering and Electromechanical Technology Programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program offerings can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields.

Supplemental Programs. Through the evening division, courses are offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, butunder the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields. In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 84 there were 450 students enrolled full-time at CMVTI and approximately 2,000 persons taking courses in the Institute's evening division.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,473,308	1,328,077	15,376		129,855	
Health Benefits	71,129	68,758			2,371	
Retirement	223,812	205,867	2,392		15,553	
Other Fringe Benefits	1,949	1,753	68		128	
Other Contractual Service	343,141	261,134	66,042		15,965	
Rents	47,846	47,292	413		141	
Commodities	419,039	383,096	26,637		9,306	
Grants—Subsidies—Pensions	154,004				154,004	
Equipment	55,262	24,419	30,843			
Transfers to Other Funds	4,306		1,604		2,702	
TOTAL EXPENDITURES	2,793,796	2,320,396	143,375		330,025	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR

Central Office: Hogan Rd., Bangor *Telephone:* 942-5217
Mail Address: Hogan Rd., Bangor, Maine 04401 289-2958
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 441; *Unit Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 76 *Legislative Positions:* 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in The Eastern Maine Area. EMVTI is governed by The State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: During FY 1984, Eastern Maine Vocational-Technical Institute (EMVTI) has operated fourteen (14) full time programs and 200 part-time course offerings. There were nearly 600 full-time students and 3,000 part-time students enrolled.

Areas of major progress in FY 1984 were in the housekeeping department, Adult and Continuing Education enrollment, and facility utilization.

The Medical Radiography Program received accreditation by the Joint Review Committee for Radiologic Technology.

Eastern Maine Tech is a carefully planned balance of classrooms, laboratory and practical experiences designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The related subjects of communication, mathematics, and social awareness skills are carefully planned to enhance the technical skills.

The placement rate of the Class of '84 approached 90% prior to graduation.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog -'85-87

Student Handbook 1984-85

Adult and Continuing Education. A listing of fall semester CED courses (updated by semester).

Single brochure for all programs.

All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,674,781	1,331,138	112,541		231,102	
Health Benefits	82,702	71,023	4,443		7,236	
Retirement	251,789	206,532	18,346		26,911	
Other Fringe Benefits	1,703	1,390	120		193	
Other Contractual Service	497,297	421,008	65,382		10,907	
Rents	9,805	7,042	1,938		825	
Commodities	353,087	215,261	135,417		2,409	
Grants—Subsidies—Pensions	240,394	12,154			228,240	
Equipment	68,507	64,138	4,369			
Transfers to Other Funds	2,828		1,524		1,304	
TOTAL EXPENDITURES	3,182,893	2,329,686	344,080		509,127	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BARBARA WOODLEE, ACTING DIRECTOR

Central Office: Western Ave., Fairfield; Gilman St., Waterville *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937; Gilman St., Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 48

PURPOSE: As an institution of higher learning, K.V.V.T.I. is dedicated to the delivery of quality vocational technical education in the areas of trades, allied health, business and industry.

In consideration of human, financial, and physical resources, K.V.V.T.I. provides post-secondary vocational education through degree and diploma programs, as well as continuing education opportunities.

This Institute believes that vocational education and the development of the person must begin with the acquisition of relevant knowledge leading to a fulfilling and suitable career, and that the process of acquiring a meaningful education must continue throughout one's lifetime.

Furthermore, it is our belief that K.V.V.T.I. provides quality programs and services to all qualified individuals who need and desire vocational education and assistance in exploring and participating in both traditional and non-traditional career options.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs are now offered at both the Fairfield and Waterville sites.

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electronics Test Technician and Small Computer Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

KVVTI endeavors to meet the following objectives in its programs and services:

1. To provide occupational/education programs which prepare students for realistic employment upon graduation.
2. To provide programs which place emphasis upon building competencies in mathematics and communication skills.
3. To provide courses that contribute to a broad educational base upon which the students can build during their lifetime.
4. To assure that courses offered conform to standards that will allow students to continue their education at other colleges and universities.
5. To assist in the economic development of our community by providing skills retraining and pertinent state-of-the-art courses.
6. To assure that programs and courses reflect responsive planning, implementation and evaluating processes.

The stated goals and objectives of KVVTI outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 280 regular day students during FY 1984 while evening division enrollment exceeded 2,925. Placement of graduates has averaged 80%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30-mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland. KVVTI received full accreditation by the New England Association of Schools and Colleges in December, 1979.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The associate degree is granted to all students satisfactorily completing the two-year Business Administration, ADN Program (Registered Nursing) or Secretarial programs at KVVTI.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans—free.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	955,253	686,591	70,723		197,939	
Health Benefits	41,360	30,469	1,233		9,658	
Retirement	148,395	107,599	10,283		30,513	
Other Fringe Benefits	1,169	880	18		271	
Other Contractual Service	207,772	119,365	60,524		27,883	
Rents	136	49	87			
Commodities	118,939	82,884	24,621		11,434	
Grants—Subsidies—Pensions	104,945				104,945	
Equipment	52,572	24,205	17,674		10,693	
Transfers to Other Funds	5,130		1,849		3,281	
TOTAL EXPENDITURES	1,635,671	1,052,042	187,012		396,617	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

JAMES C. PATTERSON, DIRECTOR
HARRY A. DIEHL, Assistant Director

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count-All Positions: 103 *Legislative Count:* 70

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full- and part-time students in many different settings from the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the State Board of Education under provisions of Title 20, Chapter 303 A M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970 and eight others have been added with the new mechanical trades building completed in November of 1982.

The school began in 1963 offering four occupational programs with an enrollment of 70 students. In School Year 1983-84, NMVTI offered training in 20 occupational programs with an enrollment of 600 full-time and 3,000 part-time students. NMVTI offers two-year Associate Degree programs, two year Diploma and Certificate programs of one year or less.

PROGRAM: NMVTI served 600 full-time Day Division students in 20 different technical programs during FY 84. Commencement figures indicated that 270 students completed Institute programs with 118 earning Associate Degrees, 124 received Diplomas and 28 received Certificates. Annual job placement figures for the 1982-83 Class were favorable with 92% of the available graduates being gainfully employed.

During FY 84, the Division of Adult Education served 3,895 people throughout Aroostook County by offering courses on campus and at satellite centers throughout Aroostook County such as Houlton, Van Buren, Katahdin, Loring and Caribou.

Special programs offered during the year were: JTPA Alternate Energy Program; Digital, Microprocessing & Interfacing and Robotics for Great Northern Paper Company, Millinocket.

Major activities during the year included:

—Design and delivery of digital and microprocessing for Pinkham Lumber Company
—Design and delivery of Secretarial English course for Pinkham Lumber Company
—Served 3,751 persons for general activities through use of facilities on campus
—Developed special admissions standards for all incoming students
—Developed the Summer College Experience Program for students that needed remedial/developmental aid or wanted to try college level courses
—Provided special computer seminars for local businesses and persons interested in computers
—A Grant was received to work with Aroostook County Math Teachers
—Northern Maine Tech nominated for Secretary's Award for Exemplary Adult Education Programming by use of the Satellite System
—Held a four-week Women's Vocational Exploration Program
—Expanded Loring program by being the first school in the Air Force to place a main frame computer on a base for learning purposes.

LICENSES, PERMITS, ETC.:
Associate Degree
Diploma
Certificate

PUBLICATIONS:
Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
Day School and Adult Education Schedules—2 times per year
(These publications are all free.)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,179,123	1,451,615	190,699		536,809	
Health Benefits	100,526	78,947	6,136		15,443	
Retirement	314,913	224,953	28,658		61,302	
Other Fringe Benefits	2,838	2,183	329		326	
Other Contractual Service	625,018	466,428	115,986		42,604	
Rents	42,202	25,191	17,011			
Commodities	630,066	387,240	190,409		52,417	
Grants—Subsidies—Pensions	386,185	28,367	—3,321		361,139	
Buildings and Improvement	11,904		10,039		1,865	
Equipment	156,779	78,774	54,113		23,892	
Transfers to Other Funds	13,066		6,580		6,486	
TOTAL EXPENDITURES	4,462,620	2,743,698	616,639		1,102,283	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 176 *Legislative Count:* 106½

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Dietetic Technician
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Radiation Therapy
Radiologic Technology
Respiratory Therapy

Hotel-Motel-Restaurant Management	Surgical Technology
Industrial Electricity	Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,330 in the 83-84 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI courses in York County had an enrollment of approximately 60 students.

Financial Aid. The amount of financial aid obtained to assist students in completing their education amounted to approximately $600,000 for 83-84. Student assistance is received through federal programs of Pell Grant, Supplemental Education Opportunity grant, College Work Study and Maine guaranteed student loans. The number of recipients grew to over 600 students who were also able to receive some personal as well as financial counseling through the program. Job placement at graduation is holding at approximately 90%.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have remained reasonably stable in the past year, some programs experiencing an increase in the number of applicants and some a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available spaces. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program to upgrade Licensed Practical Nurses to Associate Degree Registered Nurses, a possible hardware-oriented, two-year program in Computer Technology, and numerous short-term technical programs, funded by JTPA to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

A grant of $35,000 has been received from the federal government to upgrade the athletic field, and SMVTI will provide matching funds to complete this multi-use field. The matching funds will be coming from a benefactor who has donated funds to the school over the past three years. These funds have been invested for a campus-wide project.

In addition, our Plant & Soil Technology program received an anonymous gift of $130,000 which will give the program the flexibility to do some exciting and innovative things. Matching funds are currently being sought.

A cooperative agreement between the City of South Portland and SMVTI is resulting in the development of the Spring Point Shoreway which will provide a walkway around the campus next to the shore front. Phase 3 has been completed with a walkway from the beach to the Electrical Building, and an arboretum constructed, along with a covered outdoor picnic area.

LICENSES, PERMITS, ETC.:
- Associate Degree in Applied Science
- Diploma
- Certificate of Completion

PUBLICATIONS:
No charge for any of the following publications:

- Campus Map
- Information Sheet
- Admissions Policies
- Program Brochures as follows:
  - Applied Marine Biology & Oceanography
  - Automotive Technology
  - Building Construction
  - Culinary Arts
  - Dietary Technician
  - Electrical Technology
  - Electronics Technology
  - Industrial Electronics Technology
  - Heating, Air Conditioning
  - Hotel-Motel-Restaurant Mgt.
  - Industrial Electricity
  - Law Enforcement Technology
  - Machine Tool Technology
  - Marine Science
  - Plant and Soil Technology
  - Wastewater Treatment Plant Operator (booklet)
  - Radiation Therapy
  - Radiologic Technology
  - Respiratory Therapy
  - Plumbing and Heating
- SMVTI Catalog, 1982-1984

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,175,985	2,175,576	220,925		779,484	
Health Benefits	143,977	101,928	9,724		32,325	
Retirement	470,782	330,197	34,986		105,599	
Other Fringe Benefits	4,169	2,746	509		914	
Other Contractual Service	833,152	531,474	260,223		41,455	
Rents	37,348	26,019	8,446		2,883	
Commodities	651,246	506,402	122,966		21,878	
Grants—Subsidies—Pensions	269,041	13,145	2,010		253,886	
Equipment	135,225	77,085	51,540		6,600	
Transfers to Other Funds	24,039		9,877		14,162	
TOTAL EXPENDITURES	5,744,964	3,764,572	721,206		1,259,186	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 60 *Legislative Positions:* 44

PURPOSE: The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 17 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting. A new Associate degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Four marine-oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, Marine Mechanics and Marine Painting.

The curricula at WCVTI consists of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 17 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: WCVTI enrolled 313 full-time and 1,336 part-time students during the 1983-84 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 500 full-time day students.

P.O.P. A Pre-vocational Opportunity Program assisted 25 women on AFDC to enter post-secondary education through G.E.D. preparation and career exploration activities. This was a joint effort with Bureau of Voc/Ed, WEET, WHCA, JTPA, H.E.P., and Displaced Homemakers.

Day Care Center. A day care center was established through a grant from Human Services (WEET) to WHCA as a component of P.O.P.

Counseling Center on Campus. A Phd psychologist and a Master social worker utilize space on campus to serve the community and WCVTI.

LICENSES, PERMITS, ETC.:
Diploma
Certificate of Completion

PUBLICATIONS:

1. WCVTI Catalog 1982-84 (Free)
2. Individual Program Brochures (Free)
    - Automotive Technology
    - Boatbuilding Technology
    - Diesel Service
    - Electronic Communication
    - Food Service
    - Heating
    - Home Construction
    - Plumbing
    - Residential Electricity
    - Secretarial Studies
    - Welding
    - Wood Harvesting
    - Commercial Fishing
    - Marine Mechanics
    - Marine Finishing
    - Heavy Equipment Mechanics
3. Women In The Trades

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,143,950	852,152	26,667		265,131	
Health Benefits	59,088	42,937	780		15,371	
Retirement	169,740	131,263	849		37,628	
Other Fringe Benefits	1,704	1,165	18		521	
Other Contractual Service	291,223	208,401	64,800		18,022	
Rents	5,592	5,192	400			
Commodities	377,264	292,358	88,641		—3,735	
Grants—Subsidies—Pensions	138,792	952	2,308		135,532	
Building and Improvement	49,813				49,813	
Equipment	356,202	29,265	12,203		314,734	
Transfers to Other Funds	9,197		3,172		6,025	
TOTAL EXPENDITURES	2,602,565	1,563,685	199,838		839,042	

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

HERBERT A. MERRILL, CHAIRMAN
CHRISTINE S. GIANOPOULOS, Executive Secretary

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2141
Mail Address: 32 Winthrop St., Augusta, Maine 04330 289-3094 (TTY)
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334: *Citation:* 26 M.R.S.A., Sect. 791
Average Count—All Positions: ¾ *Legislative Count:* 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee is to work with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

Architectural Barriers: Committee published a brochure summarizing the requirements of Maine's revised architectural accessibility laws and distributed it to each municipality in the State. Committee members assisted schools, courts and other public agencies in identifying access needs and selecting vendors to perform the work. The Governors Committee On Employment of the Handicapped responded to more than 200 requests from the public for information on accessibility.

Employment: Provide information, technical assistance and referral to approximately 25 employers on issues affecting employment of disabled persons. Sponsored an attitudinal trainig-of-trainers program for 25 public and private sector agency representatives. Sponsor an inter-agency study group on State legislation and policy initiatives to promote employment of developmentally disabled persons. Monitor state Department of Personnel affirmative action efforts.

Education: Co-sponsor of statewide conference on mental retardation.

Goals FY 85: Establish a State use program for products and services of Maine's sheltered workshops; support marketing efforts of public/private agencies that place disabled persons in employment; monitor legislation affecting employment and State/Federal employment and training programs.

LICENSES, PERMITS, ETC.:

International Symbol of Access

PUBLICATIONS:

The following are available at no charge:

1. Affirmative Action to Employ Disabled People
2. "Different & Alike"
3. Taxes and Disability
4. The Law and Disabled People
5. Maine's Laws on Architectural Accessibility

6. Disability Primer
7. Employer Guide: How to Successfully Supervise Employees With Disabilities
8. Employer Guide: Simple Steps to Job Accommodation

We also have a list of 50 publications that are available free from the President's Committee on Employment of the Handicapped.

FINANCES, FISCAL YEAR 1984: The expenditures for this unit are, by administrative decision, included with the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
BRIAN KENT, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse, Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

ORGANIZATION: The members are as follows: Alan Mooney, Engineer; Robert Nickless, Industrial Representative; Harmon Harvey, Municipal Official; George Terrien, Architect; Charles Bateau, Building Inspector; Bion Foster, Contractor; Guy Vigue, Commercial Representative; John Baldacci, Elected Official, Matt Eckstein, Contractor; Ken McAfee, Banker.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. Since that time the program has focused on energy education for builders, bankers, realtors and the public. Publications for lumber dealers on energy efficiency have been distributed and numerous workshops have been conducted.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

STATE ENERGY RESOURCES ADVISORY BOARD

JOHN M. KERRY, DIRECTOR, OFFICE OF ENERGY RESOURCES

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: One member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; the Public Advocate, and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: One representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years.

PROGRAM: The board had two meetings during the past year. Issues discussed included OER's Comprehensive Energy Resources Plan and legislative proposals, natural gas developments, the use of oil overcharge funds, utility conservation programs, and efforts to assist the small business sector.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 195 (includes 14 seasonal) *Legislative Count:* 237 (includes 14 seasonal)

Organizational Units:
Board of Environmental Protection
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection's mission is to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980.

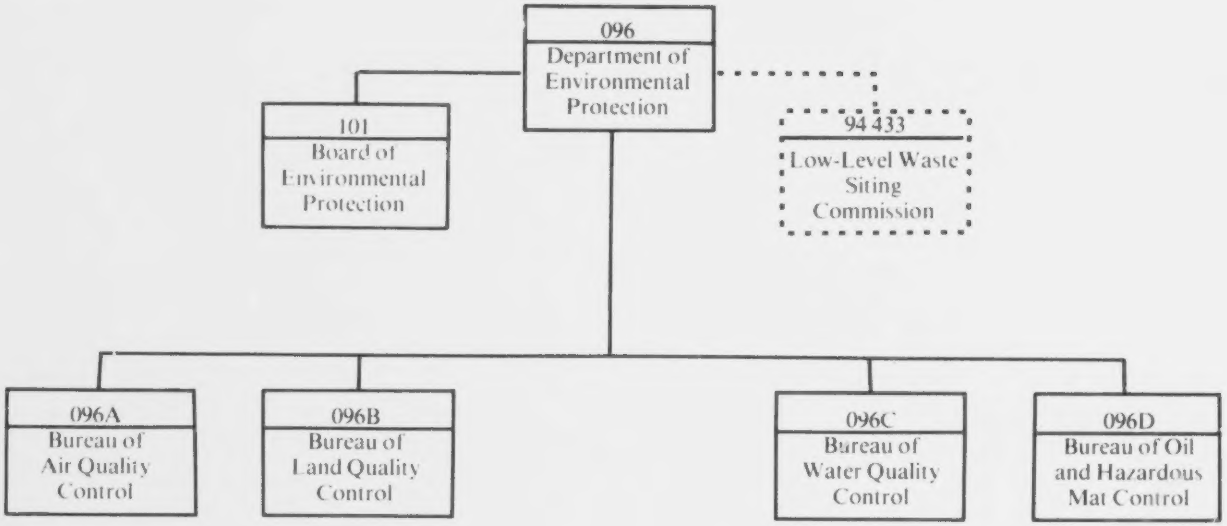
The Board consists of ten members appointed by the Governor, for terms of four years.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided for the bureaus by the Office of the Commissioner in the areas of public assistance, administration, computer services and management and planning. These services are provided under the supervision of the deputy commissioner.

Division of Public Assistance. This division is responsible for keeping the public informed of the operations of the department, securing maximum public input in departmental processes, assisting the public in complying with environmental laws and regulations and providing an educational service on environmental matters and issues. The division coordinates department hearings and workshops, maintains permit tracking service and assists applicants through the licensing processes. The division provides news releases, graphics and environmental material for the media, provides speakers and audio-visual programs, publishes a newsletter and edits and distributes pamphlets and brochures. The division operates a technical service library and a toll-free citizens environmental assistance telephone service.

Division of Management Planning. This division was created in July, 1982 to coordinate

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06


096
Department of Environmental Protection
101
Board of Environmental Protection
94 433
Low-Level Waste Siting Commission
096A
Bureau of Air Quality Control
096B
Bureau of Land Quality Control
096C
Bureau of Water Quality Control
096D
Bureau of Oil and Hazardous Mat Control

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,785,696	1,726,170	447,571		1,611,955	
Health Benefits	176,904	76,664	18,669		81,571	
Retirement	597,330	276,366	71,940		249,024	
Other Fringe Benefits	19,711	8,404	2,974		8,333	
Computer Services—Comm.	872				872	
Computer Services—State	75,733	52,063	8,874		14,796	
Other Contractual Service	1,575,805	465,653	746,262		363,890	
Rents	51,079	18,549	22,676		9,854	
Commodities	229,146	65,421	84,363		79,362	
Grants—Subsidies—Pensions	6,914,984	4,379	38,587		79,2390	6,792,779
Buildings and Improvement	600	600				
Equipment	229,790	37,856	101,446		90,488	
Transfers to Other Funds	230,279		77,881		152,398	
TOTAL EXPENDITURES	13,887,929	2,732,125	1,621,243		2,741,782	6,792,779

intra-departmental management. The division assists the Commissioner in developing policy and program changes which affect more than one segment of the department. It is responsible for developing federal grants, and acts as a liaison to the Governor's office and legislature.

Division of Administrative Services. This division has two units, financial and personnel. The financial unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and accepted accounting principles. The personnel unit is responsible for all staff personnel actions of the department, employee orientation, payroll preparation, personnel information and statistics and implementation of personnel rules and regulations and labor contracts.

Computer Services Division. This division consists of two units, data entry/computer operations and systems and programming, which provide centralized data/word processing support for the department. The data entry/computer operations unit provides initial response to user request and coverage for the computer hardware including preventative maintenance. The systems and programming staff are involved with systems analysis, design and implementation, are responsible for systems software and user access security, installation of communications, procurement of data/word processing equipment and staff training.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and, as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act.

Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.

Cleaning Up the Water, Private Sewage Disposal in Maine.

Sludge: The Resource of Wastewater.

Wastewater Treatment Grants.

Clean Water: Our Precious Resource.

The DEP—What Is It? How Does It Work?

The Air Around Us.

Your Rights and the Process.

What Public Participation Means To You.

Disposal By Incineration

EnvironNEWS, monthly bulletin containing reports on current environmental issues.

All are free.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	461,969	309,922	15,350	136,697		
Health Benefits	21,752	11,932	962	8,858		
Retirement	75,092	51,433	2,388	21,271		
Other Fringe Benefits	2,201	1,407	74	720		
Computer Services—State	51,739	51,739				
Other Contractual Service	88,695	88,680		15		
Rents	4,478	4,478				
Commodities	7,572	7,572				
Equipment	13,569	13,569				
Transfers to Other Funds	11,823		974	10,849		
TOTAL EXPENDITURES	738,890	540,732	19,748	178,410		

BUREAU OF AIR QUALITY CONTROL

JOHN L. BASTEY, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 27 *Legislative Count:* 32

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM: The quality of Maine's air is judged by the amount of "criteria" air pollutants present. The criteria pollutants are: Total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

Number of Monitors	
33	Total Suspended Particulate
6	Sulfur Dioxide (continuous)
1	Oxides of Nitrogen (continuous)
6	Ozone (continuous)
9	Lead
1	Carbon Monoxide (continuous)
1	Hydrocarbon (continuous)
6	Fine Particulates

Industrial Statewide Monitoring Sites:

Number of Monitors	
39	Total Suspended Particulates
32	Sulfur Dioxide (continuous)
5	Fine Particulate

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites including an analysis of trends and summary of violations of ambient air quality standards are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition the Bureau of Air Quality is actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. The Bureau has issued renewal air emission licenses to 111 sources. The Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. The Bureau has issued 12 air emission licenses to new sources, including new equipment at existing facilities.

Of special interest was the license to Lincoln Pulp and Paper Company, Lincoln, Maine, which required a comprehensive air quality evaluation of the area and many control actions to be taken or scheduled in order to demonstrate that the area can be brought into compliance with the state and federal ambient air quality standard for total suspended particulate matter.

Enforcement. Most air quality or emission problems are rectified by conditions imposed on air emission licenses. The table below summarizes the direct enforcement activity of the Bureau:

Notice of violations served.	16
Abatement orders negotiated.	4
Violations referred to Attorney General for action.	1
Fines and penalties collected.	$50,970
Citizen complaints investigated.	178
Air Emission Licenses Issued.	227

Standards. The Bureau conducted a thorough evaluation of the environmental hazard of chromium in the ambient air quality and established a chromium emission standard.

Regulations. The Department held hearings on a proposal to regulate identified hazardous air pollutants by adjusting occupation health standards for the same substances but deferred final action in favor of pending legislation. Emission limits for hazardous air pollutants will not be promulgated until an emission inventory is completed. Questionnaires have been sent to sources likely to emit toxic air contaminants in significant quantities.

The Board voted against a proposal to redesignate Baxter State Park, the Allagash Wilderness Waterway and the Bigelow Preserve from PSD Class II to Class I. That change would have imposed more stringent limitations on new sources locating in or near those areas.

Area Redesignations. The 1977 Amendment to the Clean Air Act required identification of areas not then meeting the federal ambient air quality standards and control strategies to be implemented to demonstrate attainment by December 31, 1982. The following table summarizes the status of nonattainment areas.

LOCATION	POLLUTION	STATUS
Augusta	TSP	
Thomaston	TSP	
Baileyville	TSP	
Lincoln	TSP	
Southern Maine	Ozone	Have implemented regulations deemed reasonable for rural non-attainment areas; additional controls or reduction of incoming precursors will be necessary to meet standards

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	521,425	255,889			265,536	
Health Benefits	25,219	10,525			14,694	
Retirement	82,064	40,954			41,110	
Other Fringe Benefits	2,604	1,262			1,342	
Computer Services—Comm.	872				872	
Computer Services—State	25				25	
Other Contractual Service	97,831	33,481			64,350	
Rents	6,180	598			5,582	
Commodities	33,238	4,003			29,235	
Grants—Subsidies—Pensions	16				16	
Equipment	23,198	952			22,246	
Transfers to Other Funds	27,133				27,133	
TOTAL EXPENDITURES	819,805	347,664			472,141	

BOARD OF ENVIRONMENTAL PROTECTION

SAMUEL M. ZAITLIN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified. The Governor appoints one member to serve as chairman.

Members receive $40 per day for each meeting or hearing attended. Starting in FY 85 members will be paid the per diem rate authorized legislators. They also receive reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members is a quorum for public hearings. A verbatim transcript or recording is made of each hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition the Board holds public hearings on individual applications where the issues may be complicated and the public interest is substantial. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.:

Licenses:
 Air Emission
 Dredge Disposal Sites

- Land Fill
- Oil Terminals
- Septage Sites
- Waste Discharge Licenses
- Waste Water Treatment Plant Sludge
- Hazardous Waste Facility
- Hazardous Waste Transporter

Permits:

- Alteration of Coastal Wetlands
- Log Storage Permits
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land
- Secondary School Review
- Site location of Development
- Shoreline Alterations
- Small Hydro
- Sludge Utilization
- Experimental Discharge
- Federal Consistency Determination
- Water Quality Certification
- Certification for Tax Exemption for Pollution Control Equipment
- Certification to Financial Authority of Maine (FAME)

PUBLICATIONS:

"The Board of Environmental Protection"—Free

FINANCES, FISCAL YEAR 1984: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL

HOLLIS A. McGLAUFLIN, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 28 *Legislative Count:* 35

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws and two federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Maine Waterway Development and Conservation Act; Maine Dam Inspection, Registration, and Abandonment Act; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumping.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of coastal zone management and coastal energy impact.

ORGANIZATION: There are two divisions in this bureau, the Division of Licensing and Review and the Division of Enforcement and Field Services. In addition, four smaller administrative units, Resource Recovery, Hydroelectric Generating, Dams Registration, and Secretarial Services fulfill needs not warranting division level organization.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the Site Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Minimum Lot Size Law, Statement of Consistency with Maine's Coastal Zone plan.

The following number of orders, Certifications and Consistency actions have been processed in fiscal year 1983:

Hydro	7
Site Location	415
Wetlands	274
Great Ponds	380
Minimum Lot Size	25
Water Quality Certifications	10
Consistency Actions	12
Delegation of Authority to Qualified Communities	0

Division of Enforcement & Field Services: The Division is made up of four regional offices in Portland, Bangor, Augusta and Presque Isle. The Portland regional office is staffed by three people; Bangor is staffed by two people; Augusta is staffed with three field agents and the division director, and Presque Isle has one field agent.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region. In addition this Division provides geological and engineering support to the Bureau through review of application and technical assistance.

The Resource Recovery Unit administers a $1,000,000 grant program which provides financial assistance for municipalities pursuing resource recovery and/or the recycling of solid waste. The unit also provides information and assistance concerning waste management training, regionalization of waste disposal and analysis of solid waste programs in order to encourage cost-effective disposal practices.

The Hydroelectric Generating Unit processes all applications pertaining to hydroelectric generation and assists applicants in meeting requirements of both federal and state laws.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority of the Department and as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The following publications are available from the Division free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading.)

Site Location of Development (May 1982)
Protecting Your Coastal Wetlands (March 1981)
Protecting Your Lake (January 1981)
Minimum Lot Size Law (January 1981)
Waste Management Laws (September 1981)
A Guide to Land Use Laws Administered by DEP (January 1982)
Bureau of Land Quality Control (July 1983)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	507,318	459,072	2,944		45,302	
Health Benefits	23,805	21,450	226		2,129	
Retirement	80,261	72,737	458		7,066	
Other Fringe Benefits	2,606	2,332	14		260	
Computer Services—State	24	24				
Other Contractual Service	158,669	157,734	918		17	
Rents	7,605	7,605				
Commodities	11,468	10,971	497			
Grants—Subsidies—Pensions	357,467					357,467
Equipment	2,016	1,055	961			
Transfers to Other Funds	4,620		244		4,376	
TOTAL EXPENDITURES	1,155,859	732,980	6,262		59,150	357,467

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

J. JOHN BROCHU, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: October, 1980 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 31 *Legislative Count:* 48

PURPOSE: This Bureau administers the State's oil and hazardous materials control program. The oil pollution control program is funded under the Maine Coastal Protection Fund, created by the Coastal Conveyance Act of 1970. The Bureau is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities. The Bureau inspects and licenses marine oil terminal facilities and administers the third party claim provisions of the Fund.

The changeover to a response team that includes hazardous materials began in 1981. This is tied to the legislative mandate to license and otherwise manage hazardous wastes within the state.

Additionally, legislation was passed in 1981 that creates a Hazardous Waste Fund that can be used by this Bureau to manage several uncontrolled waste incidents not funded by the Federal "Superfund." This legislation has helped to integrate the oil and hazardous waste functions within the Bureau.

Significant new responsibilities have included:

1. Additional responsibilities to locate and clean-up uncontrolled hazardous substances and a bond issue to help finance this clean-up.
2. Involvement with leaking underground storage tanks. This involvement will result in new regulations and licensing for the underground storage of petroleum products and hazardous materials and will complement current Bureau activities aimed at the clean-up of leaking underground petroleum tanks.
3. Cleanup of pesticide wastes, as opposed to licensed spray applications, are clearly now a bureau function.

ORGANIZATION: In 1980 the bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The bureau consists of the Division of Field Services and the Division of Licensing & Enforcement. The Field Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing & Enforcement Division is located in Augusta.

PROGRAM: Activity within the bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 71 letters of violation were issued, 6 negotiated enforcement agreements were finalized and 2 administrative orders were issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. Legislation was enacted to extend hazardous waste facility oversight authority in the bureau to include waste oil storage facilities. Additionally, a special minimum fee of one (1) cent per gallon was imposed on the sale or disposal of waste oil. Waste oil rules are now being developed.
3. Through legislative initiative the bureau was given a greater role in the coordination and management of low-level radioactive waste activity in Maine. A new position was established to supervise this effort within the bureau.
4. The bureau was awarded a grant by the United States Department of Energy to conduct a special environmental economic assessment of low-level radioactive waste disposal options for Nothern New England.
5. Special actions have been implemented to accelerate remedial measures to clean up three of Maine's uncontrolled hazardous waste sites. The Bureau is acting as coordinating agent between the United States Environmental Protection Agency and the communities involved. This program is an on-going priority effort to eliminate or reduce any danger posed by these uncontrolled sites to citizens of the state.
6. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contamination are currently in progress.
7. The bureau processed more than 2,000 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
8. Eighty-three (83) hazardous waste transporters were licensed during the past year and bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with state law and rule by those who transport hazardous waste in Maine.
9. Legislation was enacted to strengthen Board of Environmental Protection authority to identify hazardous wastes that may pose a threat to public health and safety. Polychlorinated Biphenyls (PCBs) have been added to the list of hazardous wastes in Maine.
10. Legislation was enacted that allows state involvement in and regulatory control over uncontrolled hazardous substance sites.
11. One hazardous waste "Superfund" site was cleaned up by the removal of PCB contaminated oil and soil.
12. The bureau successfully negotiated a four party agreement which provides for a public waterline to be installed for the residents whose drinking water supply has been contaminated or threatened by hazardous substances migrating from the Winthrop Landfill, an uncontrolled hazardous substance (Superfund) site.

B. Field Services

1. A research project was completed that studied the landspreading of oil debris to determined treatability.
2. A research project was implemented to study the effectiveness of carbon filters to remove hydrocarbons from drinking water.
3. A project was implemented to study certain effects of chemical oil dispersants on marine life in a laboratory environment.
4. Significant activities were undertaken to statistically describe and document the extent of leaking underground storage tanks.
5. Studies and remedial actions to eliminate ground water contamination from leaking underground tanks have been implemented at several locations. Examples include Lee, Readfield, Penobscot, Millinocket and Waldoboro.

6. Sophisticated inter-agency hazardous material response training efforts have taken place—including an "Advanced Hazardous Waste Training Course" and response to oil and hazardous material spill responses.
7. A safety and training officer has been hired to help train and coordinate Department of Environmental Protection and other state agencies for oil and hazardous material responses.
8. Presque Isle was added as a regional field office for oil and hazardous material clean-up with a focus on oil.
9. Coastal oil spill response capabilities have been re-examined to establish new needs and protocol in oil spill response.

Following is a list of key activities during the past year:

A. Licensing & Enforcement:

1. Oil terminals licensed	40
a. Shoreside Terminals	34
b. Vessels	6
2. Volume of oil transferred by licensees (in barrels)	83,167,780
3. Oil spills reported	312
4. Investigations—not spill related	96
5. Spills of unknown origin	39
6. Damage claims processed	8

B. Field Services

1. Hazardous Materials Spills	48
2. Hazardous Materials Investigations	40
3. Oil Spills	307
4. Oil Investigations	130
5. Number of underground petroleum spills	58
6. Number of wells contamined by petroleum	31
7. Hazardous Waste Facility Inspections	85
8. Oil Terminal Inspections	21
9. Number of barrels of oil	72,000,315
10. Volume of Hazardous Waste Generated	

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection is the legal authority for the Department and, as such, issues all licenses and permits.

PUBLICATIONS:

Maine Oil Recycling Program Directory—free
Initial Hazardous Waste Survey Report: Findings and Analysis—free
Oil Spill Statistical Reports, 1978-1980—free
An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay—$10.00
A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine—$7.00
Oily Wastes Management—An Investigation of Alternatives for the State of Maine—$10.00
Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine—$5.00
An Analysis of Waste Oil in Maine—free
Casco Bay Coastal Resources Inventory—$20.00/set:
  Vol. 1 — Marine Resources
  Vol. 2 — Marine Wildlife/Marine Flora

Copies of Bureau administered regulations are available, including Hazardous Waste Management Rules and Hazardous Matter Rules.—free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	712,838	55,090	429,277		228,471	
Health Benefits	32,247	3,140	17,481		11,626	
Retirement	111,753	8,549	69,094		34,110	
Other Fringe Benefits	4,508	282	2,886		1,340	
Computer Services—State	23,645		8,874		14,771	
Other Contractual Service	987,318	77,767	745,344		164,207	
Rents	25,019	771	22,676		1,572	
Commodities	91,815	2,157	83,866		5,792	
Grants—Subsidies—Pensions	38,637	50	38,587			
Equipment	108,034	1,065	100,485		6,484	
Transfers to Other Funds	104,279		76,663		27,616	
TOTAL EXPENDITURES	2,240,093	148,871	1,595,233		495,989	

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-3355
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 342
Average Count—All Positions: 83 *Legislative Count:* 94

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the Legislature. Once legal standards have been established the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately $1.5 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for Federal program and wastewater treatment plant-planning and construction management grants.

ORGANIZATION: The Bureau of Water Quality Control has six divisions and regional offices in Portland, Presque Isle and Bangor.

PROGRAM:

Division of Laboratory Services is the primary source of chemistry expertise for the Department. Consequently, the staff is frequently involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general consultation to all division and programs where the skills of a chemist are needed. Staff background and experience cover all areas of environmental concern including water, soil, and air.

The laboratory group is the Department's primary analytical resource. The facility is fully equipped with high velocity hoods and glove box for handling hazardous and toxic substances. Newly created laboratory space allows preparation of the most difficult samples such as tissue and soil for the most complex analysis. The laboratory is fully instrumented and performs a full spectrum of analyses to meet all needs of the client divisions and programs including hydrocarbons, pesticides, metals, nutrients, soils, bacteria, and hazardous materials. Quality control is an important part of all analyses. Methods are performed according to the best procedures available and meet the demands of cooperating state and federal agencies. Method development is commonly required for specialized analytical needs.

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include O & M Manual, wastewater treatment plant plan and specification review, investigation of citizen complaints, computer input for the waste discharge licensing program and the operator's certification program.

The division maintains a program of sampling and inspecting industrial and publicly owned treatment facilities as well as residential and commercial installations.

Inhouse training programs for improving staff proficiency were continued through FY 84. A wastewater treatment plant operator training program has been drafted and is presently in use. The Division is also applying for a training grant which will give us an opportunity to establish a continuing training program at various times throughout the state and increase our wastewater treatment plant trouble-shooting and assistance capabilities.

During FY 85 the Operation and Maintenance Division will be deeply involved in the reclassification of the state's waterways by providing the majority of the personnel to conduct the required field work for this project.

Inspections of wastewater treatment plants:

Municipal	176
Industrial	56
Residential	310
Commercial	120
Citizen Complaints	392
Training Sessions	9
Technical Assistance Projects (new)	4
Technical Assistance Projects (continued)	0

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 75% EPA funds, 15% DEP and a local share of 10%. After October 1, 1984 the federal share will be reduced to 55%. The program includes preliminary planning to identify the problem and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants are available for projects which can be constructed for $100,000 or less.

Since the program's inception, over $480 million of water pollution abatement facilities have been built in the state of Maine. There are more than 100 municipal treatment facilities in operation. The program is authorized in the future and it is anticipated that approximately $100 million in water pollution abatement planning and construction projects will be funded in the four year period, beginning October 1, 1982.

In FY 84 the program included major projects in Boothbay, Milbridge, Whitneyville, Indian Township, Dexter and Kennebunk. Small community projects proceeded in the towns of Penobscot, York, St. George, Hancock, Addison, Bradley, Easton, Harrington, Hebron, Mattawamkeag, Patten, Rockport, Union and Gouldsboro.

The Municipal Services Division also administers a program for land application of sludge and utilizable resources. This program has been very successful in using residuals for a beneficial purpose rather than creating a disposal problem with them.

Division of Environmental Evaluation and Lake Studies. This division was reorganized one year ago according to recommendations made by the Trafton Commission. This "new division" was the result of combining staff from two previous divisions in the Water Bureau. This reorganization move has worked quite well and the Water Bureau as a whole has benefited from this change.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program—Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program—Title 38, M.R.S.A., Section 390-A.
3. Provide biological expertise to the DEP staff and Board as required.
4. Direct programs to achieve statutory water quality standards.

5. Conduct special river and stream studies to determine if water quality is being maintained.
6. Perform waste assimiliation studies to determine if water quality is being maintained.
7. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.
8. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affect Maine water quality standards.
9. Develop water quality plans, documents and program sections required for US-EPA funding.
10. Write and submit project grants annually to EPA.

The division has been divided into four sections each with a leader. Responsibilities are delegated to the section leader through the direction of the division director.

Ultimately all wastewater discharge applications are reviewed by this Division. They are analyzed collectively for treatment and must not cause the receiving waters to violate water quality standards. During the next year this division will be collecting and evaluating data for a new water classification system. The division has responsibility for the development of statewide water quality management plans for all of the river basins in Maine.

The lakes monitoring program involves the use of lay monitors for approximately 300 lakes. The division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides some data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index is being developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work has been completed for Sebasticook Lake, Sabattus Pond and Salmon Lake. Future lake work will be performed with EPA Section 314 funding assistance. A state fund is also available which will assist on lakes projects and will be a source of funds for the near future. Webber Pond has recently been approved for funding. The DEP will complete its last major restoration project with Webber Pond. The DEP will now shift its efforts to a lake protection program which is least costly in the long run.

The work of the division's stream biology section to utilize aquatic macroinvertebrates in place of some physical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through Section 205J of the US Clean Water Act. Biological monitoring at the various monitoring stations in Maine will be less expensive in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist industries in the DEP in their license requirements.

The division is responsible for coordination of the continuing planning process for surface water quality, and the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the State, Bureau of Geology and U.S. Geological Survey is a new program responsibility. The division must determine primary recharge areas, flow patterns, and contamination sources. Under the Underground Injection Control (UIC) Program, regulations addressing the underground disposal and storage of liquids were developed and adopted and an injection well inventory prepared.

The Division produced the following 1982 reports.

1. Lay Water Quality Monitoring Data Report.
2. Estes Lake Report.
3. Sabattus Pond Report.
4. Androscoggin River Load Allocation Report.
5. Various River Basin Reports.
6. Macroinvertebrate Diversity paper.
7. Several groundwater mapping and aquifer reports for southern Maine.
8. Various planning documents for USEPA, RPC's and ASWIPCA.
9. Technical papers and reports.

Division of Licensing and Enforcement. This division is responsible for the licensing of all discharges to any watercourse; for the state/federal permit program involving such discharges for processing log storage permits; and for certifications to the Finance Authority of Maine that loan applicants are in compliance with environmental laws. The division also receives applications for tax exemption certificates for pollution abatement equipment. The following is a summary of Division activities during FY 84:

Certifications of NPDES Permits for U.S. EPA	14
State licenses issued (or renewed)	
Municipal	55
Commercial	63
Industrial	62
Residential	590
Dredging	6
Log Storage	4
Experimental	2
Aquatic Pesticide	5
TOTAL	787
Total licenses outstanding (all categories) at end of FY 84	2,615
State sales & use tax certifications received	21
Approved	20
Denied	1
State property tax certification applications received	18
Approved	17
Denied	1
Applications certified to FAME	41
Administrative Enforcement Agreements Issued	7
Referrals to Attorney General's Office for enforcement action	4

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the rivers in the area, which is larger than the states of Connecticut and Rhode Island combined, are part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the primary monitoring network and lake monitoring projects.
5. Provides background information for the proposed Bald Mountain mining project.
6. Performs special water and wastewater studies.
7. Performs ambient air monitoring, air audits, investigations and other air related activities.
8. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
9. Investigates and resolves complaints concerning environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

LICENSES, PERMITS, ETC.:

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding
FAME certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification

Personal Property Tax exemption
Sales & Use Tax exemption
Sewage Treatment Plant Operators

PUBLICATIONS:

Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,582,146	646,197			935,949	
Health Benefits	73,881	29,617			44,264	
Retirement	248,160	102,693			145,467	
Other Fringe Benefits	7,792	3,121			4,671	
Computer Services—State	300	300				
Other Contractual Service	243,292	107,991			135,301	
Rents	7,797	5,097			2,700	
Commodities	85,053	40,718			44,335	
Grants—Subsidies—Pensions	6,518,864	4,329			79,223	6,435,312
Buildings and Improvement	600	600				
Equipment	82,973	21,215			61,758	
Transfers to Other Funds	82,424				82,424	
TOTAL EXPENDITURES	8,933,282	961,878			1,536,092	6,435,312

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JOSEPH B. CAMPBELL, ESQ., CHAIRMAN
JAMES D. BARNETT, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 84, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.

2. Reports from various committees which worked for or against previous referenda.
3. Reports from candidates and committees concerning the 1982 and 1983 elections.

In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,350	7,350				
Retirement	1,225	1,225				
Other Contractual Service	1,397	1,397				
Commodities	23	23				
TOTAL EXPENDITURES	9,995	9,995				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333
Established: Circa 1820
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

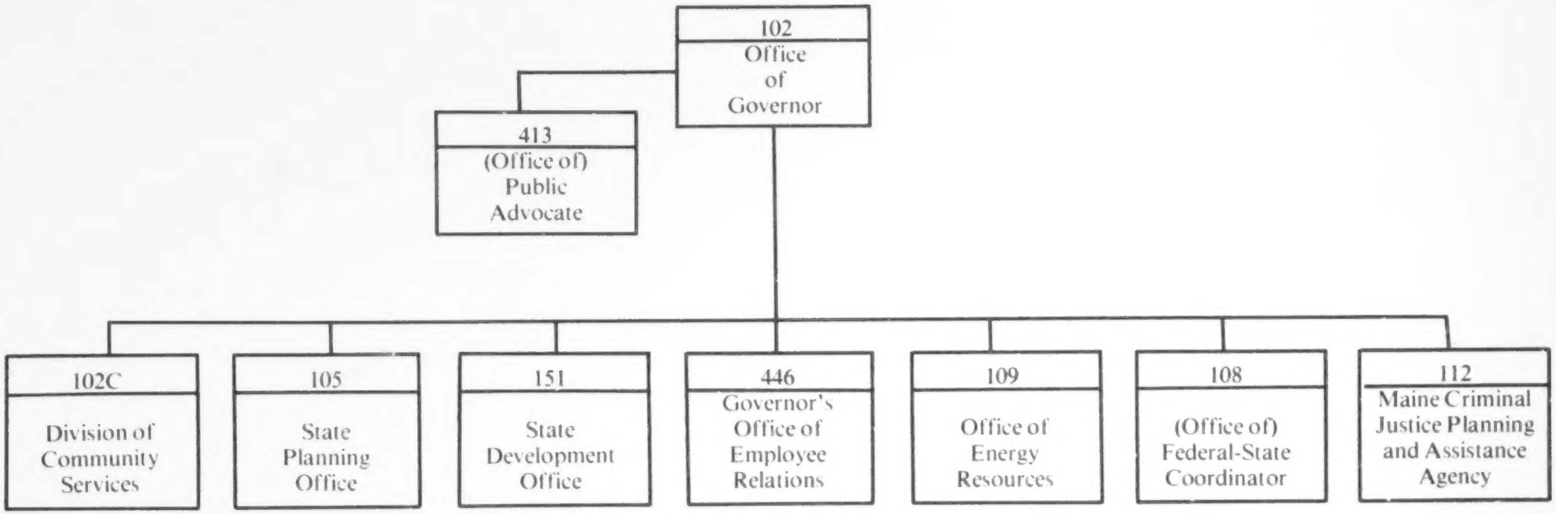
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07


102
Office of Governor
413
(Office of) Public Advocate
102C
Division of Community Services
105
State Planning Office
151
State Development Office
446
Governor's Office of Employee Relations
109
Office of Energy Resources
108
(Office of) Federal-State Coordinator
112
Maine Criminal Justice Planning and Assistance Agency

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	3,422,157	2,258,510	40,226		1,123,421	
Health Benefits	145,256	91,134	826		53,296	
Retirement	508,450	325,921	6,493		176,036	
Other Fringe Benefits	15,529	10,027	113		5,389	
Computer Services—Comm	11,896	3,733			8,163	
Computer Services—State	73,403	48,166	1,783		23,454	
Other Contractual Service	1,958,996	1,611,204	22,556		325,236	
Rents	81,454	38,386	469		42,599	
Commodities	95,720	76,710			19,010	
Grants—Subsidies—Pensions	43,756,226	2,150,431	—1,199		40,854,454	752,540
Buildings and Improvement	65,456	10,000			55,456	
Equipment	101,416	23,721			77,695	
Transfers to Other Funds	91,832		2,328		89,504	
TOTAL EXPENDITURES	50,327,791	6,647,943	73,595		42,853,713	752,540

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	465,666	465,666				
Health Benefits	19,396	19,396				
Retirement	68,768	68,768				
Other Fringe Benefits	2,003	2,003				
Computer Services—State	632	632				
Other Contractual Service	98,993	98,993				
Rents	6,000	6,000				
Commodities	27,477	27,477				
Grants—Subsidies—Pensions	97,950	97,950				
Equipment	7,002	7,002				
TOTAL EXPENDITURES	793,887	793,887				

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

ROLAND D. LANDRY, COORDINATOR

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102G; *Citation:* FY 75 Exec. Order 11
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

ORGANIZATION: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975.

PROGRAM: Since 1973 the office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in L'Esterel, Quebec, in June of 1979. Topics included discussion on energy resources, transportation and tourist programs. Under the co-chairmanship of the Governor, a new tourist program, known as the International Tourism Region, is being implemented. The program will market New England and the Eastern Canadian Provinces as a tourism region.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

On June 19, 20 & 21, 1983, the Coordinator attended the New England Governors' Conference in Charlottetown, Prince Edward Island.

On July 2-6, 1983, the Coordinator attended the celebration of the 375th anniversary of the City of Quebec, representing the State of Maine.

On October 11 & 12, 1983, the Coordinator attended a meeting in Boston of the Coordinating Council of the New England Governors' Conference to plan the 1984 meeting. Also during this month, the office hired a full-time assistant, Laura Nunn.

On October 16 & 17, 1984, the Coordinator attended a Conference of the Maine Innkeepers Association at the Samoset Resort, and on October 18 & 19, he attended a Tourism Council meeting, as a member of the Maine Vacation Travel Commission.

During November, 1983, the Coordinator attended a conference in Montreal on Technology, with State Development Office Director, Leslie Stevens.

During the winter of 1983-1984, the Coordinator and his assistant worked to prepare the Maine Weekend of the 1984 Quebec Winter Carnival. The Coordinator attended a press conference in Quebec in January regarding the Carnival. The Maine Weekend took place on February 10, 11 & 12, in Quebec City. In attendance were the Governor and a delegation from Maine.

On February 2 & 3, the Coordinator attended a meeting of the Coordinators Committee to prepare the 1984 New England Governors and Eastern Canadian Premiers Conference, in Quebec.

On May 3 & 4, the Coordinator attended a meeting of the Coordinating Committee in Boston to prepare the 1984 New England Governors' Conference.

On May 30 & 31, the Coordinator participated in the State Development Office's Trade Mission in Hartford, Connecticut.

On June 17, 18 & 19, the Coordinator attended, at the Governor's request, the 1984 New England Governors' Conference in Newport, Rhode Island.

On June 27-July 1, the Coordinator attended the celebration of the 450th anniversary of Canada, and the viewing of the Tall Ships. He is now working in Maine and Quebec to prepare the 1985 Quebec Winter Carnival.

PUBLICATIONS:

We provide tourist brochures on different parts of Canada, in French and in English.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of The Governor's Office.

DIVISION OF COMMUNITY SERVICES

NANCY A. BOOTHBY, DIRECTOR
JANET W. PETERS, Assistant to the Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 107; *Citation:* FY 76 Exec. Order 4

Average Count—All Positions: 37 *Legislative Count:* 16

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies which is designed to enhance and stimulate economic opportunity and self-sufficiency for all Maine citizens. The purpose of the system is to assure an effective focusing of local, state and federal resources upon these goals, enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division monitors the poverty level of Maine citizens, makes recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, oversees the community action agencies, provides technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advises the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act. (5 MRSA Chapter 330).

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1984 include the following:

Community Services Block Grant. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health and Human Services grants to the State of Maine the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 12 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,727,135 in FY 84.

Energy Assistance Program. The Division was the State administering agency for the 1983-84 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to elderly and low-income households to assist them in paying a portion of their winter heating bills. The Division received $27,904,605 from the Department of Health and Human Services to fund these programs. These funds were subgranted to Maine's twelve Community Action Agencies and to 15 local municipalities who administered the program at the local level. The program provided 53,000 Maine households with an average benefit of approximately $400 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $7,879,583 from three funding sources including the federal Departments of Energy and Health & Human Services and the State Legislature. A total of 7,272 household units were weatherized between July 1, 1983 and June 30, 1984.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require considerable attention and time in negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 20,000 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices or excesses by administrators through the use of criticism, persuasion, and publicity. The Office reviewed, reconciled or resolved 12 citizen complaints this year.

Temporary Food Assistance Program. In December, 1981, the Federal Government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture (USDA). Through the Division of Community Services, Maine's community action agencies were designated as food banks in order to distribute cheese and other commodities to low-income persons. To date, the program is providing cheese, butter, cornmeal, flour, rice and instant milk to an average of 72,000 households per distribution which are held at designated times throughout the year. Maine is receiving over 900,000 pounds per quarter and providing each household with either 19 pounds or 38 pounds of commodity food depending on family size.

The Division received a grant from USDA in the amount of $190,000 and an additional $165,000 was made available through Community Services Block Grant funding to cover the program costs through September 30, 1984. Five percent (5%) of the value of the food is reimbursed to community action agencies to cover local distribution costs with the remainder used by the Division to cover transportation and storage costs.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	607,181	212,676			394,505	
Health Benefits	28,492	8,731			19,761	
Retirement	93,985	30,460			63,525	
Other Fringe Benefits	2,710	810			1,900	
Computer Services—Comm.	8,298				8,298	
Other Contractual Service	249,407	75,070	1,326		173,011	
Rents	41,100	1,815			39,285	
Commodities	23,011	13,609			9,462	
Grants—Subsidies—Pensions	34,629,807	1,433,466			33,196,341	
Equipment	69,509	1,414			68,095	
Transfers to Other Funds	46,321				46,321	
TOTAL EXPENDITURES	35,799,821	1,778,051	1,326		34,020,444	

MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

RICHARD E. PERKINS, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 2 *Legislative Count:* 0

Organizational Units:
Financial Management and Systems Development
Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administered the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It was empowered to act as the State's planning agency with regard to the Justice System Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1977, as amended, and was authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health and Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects was designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime. Because of the failure of Congress to appropriate funds for the implementation of the Justice Systems Improvement Act, MCJPAA terminated and ceased all activities on December 31, 1983.

Listing of major efforts while not totally representative of what has been done does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and later a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis on system integration and improvement. A program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involved completion of major system changes such as correctional and juvenile service delivery; targeting major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; to develop mutually acceptable solutions to endemic problems.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,160		25,160			
Health Benefits	506		506			
Retirement	4,132		4,132			
Other Fringe Benefits	83		83			
Computer Services—State	920		920			
Other Contractual Service	18,116		18,116			
Rents	159		159			
Grants—Subsidies—Pensions	8,780	9,979	−1,199			
Transfers to Other Funds	1,091		1,091			
TOTAL EXPENDITURES	58,947	9,979	48,968			

STATE DEVELOPMENT OFFICE

LESLIE E. STEVENS, DIRECTOR
STEPHEN A. BOLDUC, Director of Industrial & Community Development
VIRGINIA MANUEL, Director of Business Assistance Division
WANDA PLUMER, Director of Tourism

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001
Average Count—All Positions: 10 *Legislative Count:* 14

PURPOSE: The State Development Office has three major statutory functions: industrial attraction and marketing; business assistance; and tourism promotion and development.

The Director of the State Development Office designs and implements programs to meet these purposes. This is accomplished through the coordination of a variety of activities with Maine's public and private sectors.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1984 were divided into three program areas, each geared to stimulate the expansion of the State's economy. These programs are: 1. Business Attraction, 2. Business Assistance, 3. Tourism.

Business Attraction. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding information on federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

The objective of the Business Attraction program is to encourage and assist industries from outside of the State of Maine to establish operations within the state.

In FY 1984, the SDO also hosted a major domestic trade mission to the Hartford/Springfield area. Thirty economic developers from Maine attended this trade mission during which they called on and provided information to 60 Hartford/Springfield area companies who were interested in investing in Maine. As a result of this mission, a number of potential business expansions to Maine were identified.

A major marketing effort that was initiated this year consisted of the purchase of advertising in three major business publications: *Business Week, Fortune,* and *New England Business.* These advertisements highlighted the benefits of doing business in the state of Maine and were directed to the executives of major corporations in the Northeastern United States. A number of business leads have been generated as a result of these advertisements.

Business Assistance. During FY '84, the business assistance efforts of the State Development Office were highlighted by the initiation of the Maine Growth program. This program provides assistance to existing Maine businesses, who need financing for expansion purposes. By using a variety of state and federal government financing programs, Maine Growth staff access monies that are necessary to make these business expansions possible. During FY '84, the Maine Growth program was responsible for assisting 11 Maine businesses obtain over $30 million in financing for expansion projects. These expansions resulted in the creation of 910 jobs and retention of 964 jobs.

In addition to Maine Growth, the SDO also expanded its efforts to promote employment training for Maine citizens. By utilizing programs offered through the Maine WEET and JTPA offices, the SDO matches the needs of expanding businesses and Maine's unemployed.

As a result of legislative action in 1984, the SDO will also expand its efforts in two other business assistance areas. For the first time, the SDO will contribute funds towards the operation of Maine's Small Business Development Centers (SBDC) Network. The SBDCs offer business counseling services to small businesses throughout the state. With SDO support, three new subcenters will be established in areas not adequately serviced at the present time.

The area of exporting will also receive additional SDO attention. By hiring an export counselor to work directly with Mainebusinesses, assistance will be available to widen the markets available for Maine products and services. The export counselor will work with existing organizations such as the Maine World Trade Association, the Maine Development Foundation and the U.S. Department of Commerce in order to coordinate efforts.

Tourism. The State Development Office's Tourism program was expanded greatly over the past year as a result of action by the 1983 Legislature. In addition to continuing to contract with the Maine Publicity Bureau for tourism related information services, the SDO also expanded its own in-house program.

Working closely with the Maine Vocational Travel Commission, the SDO began an extensive market research and promotion effort by reaching out to local industry groups and members of Maine's hospitality industry. Promotional efforts also included the development of media materials to promote Maine tourism.

PUBLICATIONS:

Maine Marketing Directory ($22.50)
Doing Business in Maine (Free)
Maine has the Basics for Good Business (Free)
Maine Economic Development Report (quarterly) (Free)
Guide to Doing Business with State Government (Free)
Resource Guide to Manpower Training Programs (Free)
Maine Growth '84 Small Business Financing (Free)
Progress (newsletter) (Free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	269,641	263,396			6,245	
Health Benefits	11,942	11,578			364	
Retirement	41,887	40,915			972	
Other Fringe Benefits	1,216	1,182			34	
Computer Services—State	5,501	5,501				
Other Contractual Service	735,862	725,851			10,011	
Rents	15,809	15,809				
Commodities	8,865	8,865				
Grants—Subsidies—Pensions	26,494	26,494				
Buildings and Improvement	10,000	10,000				
Equipment	6,596	6,596				
Transfers to Other Funds	579				579	
TOTAL EXPENDITURES	1,134,392	1,116,187			18,205	

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL
KENNETH A. WALO, Division Director, Employee Relations

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333
Established: March 23, 1979 *Sunset Review:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A
Average Count—All Positions: 13 *Legislative Count:* 13

PROGRAM: Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	344,460	344,460				
Health Benefits	11,548	11,548				
Retirement	48,582	48,582				
Other Fringe Benefits	1,725	1,725				
Computer Services—State	12,139	12,139				
Other Contractual Service	198,631	198,631				
Rents	3,569	3,569				
Commodities	—1,103	—1,103				
Equipment	2,150	2,150				
TOTAL EXPENDITURES	621,701	621,701				

OFFICE OF ENERGY RESOURCES

JOHN M. KERRY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003
Average Count—All Positions: 29 *Legislative Count:* 16

PURPOSE: The Office of Energy Resources (OER) was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's native energy resources and to provide information on these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation and Production and Energy Extension Service Acts. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives, the Maine Senate and the Public Advocate.

PROGRAM: The OER completed work on a new Comprehensive Energy Resources Plan and a new State Energy Policy. The Plan is a technical assessment of Maine's energy consumption in terms of supply, demand, fuel type and price. It includes an historical analysis, a description of the present situation and future forecasts. Also included is an analysis of various energy resources available to Maine. The Policy is a practical blueprint for State action. The Policy contains specific recommendations to be implemented by Executive Order, agency actions and legislation. For the first time this year's policy and plan are included in a single document for public comment and legislative consideration.

The OER also prepared and worked towards the passage of several pieces of new energy legislation which are described in the following sections.

The OER has played a key role on regional and national energy issues during the past year. This is a result of participation in a variety of inter-governmental organizations such as the National Governors' Association, the New England Governors Conference and the Northeast International Committee on Energy. During the year Governor Brennan served as Chairman of the N.G.A. Subcommittee on Energy Conservation and Power; the OER Director was staff chairman.

The programs of the Office of Energy Resources are implemented through two divisions: Planning and Conservation, and Operations.

Emergency Management Division. (Due to the abolition of federal oil price and allocation regulations, this division has shifted its major emphasis to energy planning and petroleum supply data analysis.) Activities include:

Emergency Planning: OER reviewed and updated the comprehensive State Emergency Conservation Plan which outlines the State's response to a shortage of energy resources. The plan emphasizes voluntary compliance with specific conservation measures and includes regulations which can be imposed by the Governor in the event that voluntary action is insufficient to resolve the supply problem.

OER continued to work with the other New England states and the Eastern Canadian Provinces to coordinate emergency energy conservation plans.

In April of 1984, OER prepared a report on its investigation of the rapid increase in heating oil prices that took place during the 1983-84 heating season. The report was prepared at the request of the Maine Legislature.

During the past year, OER chaired a special five-state task force of the National Governors' Association which discussed emergency planning issues with the Department of Energy. The task force provides states with opportunity to comment on federal emergency response policies and procedures and encourages closer coordination between the states and the federal government.

OER continued to participate in discussions on important energy security issues at the Keystone Center in Colorado. The Center has developed concensus policy positions supporting the development of a model state set-aside program and a complete test of the bidding, drawdown and distribution system of the Strategic Petroleum Reserve.

OER submitted written comments to the Department of Energy on issues and policies relating to the Strategic Petroleum Reserve and on procedures followed by the Federal government during an oil shortage. OER continued to participate actively in the development of federal policy on emergency planning issues.

Petroleum Data Management. Each month, OER analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA Form 782 and the OER Biweekly Stock and Inventory Report, sources of petroleum data, assist in the monitoring effect.

OER continues to conduct a bi-weekly price and inventory survey of home heating oil dealers and surveys residual oil prices once a month.

OER continued to work with the National Governors' Association Task Force on State Data Needs to insure that essential State level data is available. OER also worked with the Department of Energy to develop a format for publishing more state-specific data.

Oil Overcharge Refunds: During the past year, OER supported state distribution of some of the money collected from oil companies for actual and alleged violations of oil price regulations.

Planning and Conservation Division. Activities include:

Legislation: OER submitted legislation to appropriate $119,820 in oil overcharge money to programs that provide restitution to those likely to have been affected by overcharges; legislation extending solar tax credits through 1988; legislation to ensure that utilities are compensated for conservation programs ordered by the Public Utilities Commission; and legislation authorizing state agencies to enter into third party financing agreements for biomass fuel conversion at state facilities.

Canadian and Regional Issues: OER continued to have contact with Canadian interests through the Power Planning Committee of the New England Governors Conference and the Northeast International Committee on Energy.

Comprehensive Energy Resources Plan: The Planning Division has responsibility for preparation of the 1983 plan as described earlier.

Residential/Commercial Conservation Programs: The OER continues to offer a free home energy audit to homeowners. More than 6,000 have been processed by the OER. Energy audits provide analyses of the relative costs and benefits of undertaking various energy conservation measures in a building. Also, the OER works with the State's large utilities to coordinate the federally mandated Residential Conservation Service which requires large utilities to offer energy audits and related services to customers.

OER staff meets regularly with RCS program utility officials to review the program. Since November 1981, 9122 audits have been performed by the utilities. The utilities also file written reports with the OER on a quarterly basis. RCS audits have been promoted primarily through utility customers bill-stuffers. OER distributes audit request forms and related information through the Mobile Energy Center. OER also works with smaller utilities not offering RCS audits to promote the Home Energy Check up to their customers.

The legislature allocated $24,150.00 in interest earned from oil overcharge settlement funds in accordance with the Department of Energy's ruling. These monies will be added to $14,272.00 from other oil overcharge refunds (Amoco) to support an initiative for energy audits on residential care facilities.

In 1983 the OER also focused its attention on commercial/industrial energy consumers by developing more comprehensive programs in coordination with the electric utilities in the State in order to offer specific energy conservation services and benefits directly to individual energy users. The OER conducted three successful commercial energy conservation workshops around the State which focused on commercial electrical rate structuring, lighting conservation potential, demand reduction, and energy management systems. In addition, two in-depth workshops for waste water treatment operations were conducted by the OER.

Energy Efficiency Building Standards: The OER, in conjunction with the Advisory Council on Energy Efficiency Building Performance Standards, completed its preparation of voluntary Energy Efficiency Performance Standards for new buildings in July, 1980. The standards set minimum efficiency levels for the building envelopes and heating, cooling and ventilating equipment. From that time forward, the OER has engaged in a promotion and education campaign to encourage adoption of the standards by the building industry. Day long workshops for builders are held in different parts of the state and the publication, *Enersave* continues to be distributed to builders, lumber yards, banks and realtors in an effort to provide easily understood information on the advantages of energy efficient construction.

Natural Gas: OER continued to meet with companies proposing to construct a pipeline through Maine to import natural gas produced off the coast of the Maritime Provinces. The State has requested a specific volume of gas and five taps to serve new market areas in return for hosting the pipeline.

Coal: OER continues to provide technical assistance to residents, businesses and industries who wish to convert to coal. OER also cooperated with the Maine Department of Transportation to study issues relating to increased shipment of coal to Maine.

Renewable Resource Programs:

Solar:	Solar activities emphasize information dissemination and technical training. The office distributes five solar publications dealing with: sunspaces, photovoltaics, solar heated houses, the economics of solar investments and solar siting. The Office oversees the Solar Installers Certification program which is run by the Regional Vocational Institutes. About 150 persons are certified as installers. The solar program itself has been affected by the elimination of Federal funds, however, the office continues to promote sensible, cost effective, solar applications through public education. This year, together with the MSHA, the office held a very successful solar design competition.
Hydro:	OER submitted a comprehensive hydropower plan to the Federal Energy Regulatory Commission which projects 340 mw of hydro power development in the State. The Office of Energy Resources actively assists hydro developers in the Federal and State regulatory process. Such assistance entails identification of initial regulatory concerns, regulatory agency contacts, and identification of licensing options, as well as assistance in the preparation of Federal licensing applications. OER participates in the project review process as well, providing formal comments to state regulatory agencies as mandated by law. A publication describing the Federal and State regulatory process, *Regulatory of Hydropower Development,* is available from OER. OER also provides technical assistance on hydropower site evaluation, project formulation, and project financing. *Hydropower Site Evaluation,* a primer on prefeasibility assessment, is available from the OER.
Tidal:	OER continues to monitor the development of tidal power projects such as Half Moon Cove, Cobscook Bay, and the Bay of Fundy. OER and the State Planning Office are completing an inventory of tidal power sites along the Maine coast.
Wood:	Commercial/Industrial programs have revolved around information and technical assistance to potential converters/cogenerators. OER continues to work closely with the Maine Forest Service/DOC on wood energy issues.
Alcohol Fuels:	OER completed a study of a gasoline tax exemption for alcohol blended fuels in Maine. The study found that a tax exemption was necessary for an ethanol plant planned for Auburn. The Legislature passed a law granting a 4¢/gallon declining tax exemption beginning in 1986. The law also included a reciprocity clause and will decline by the same amount of any Federal increase in the Federal gasoline tax exemption.
Wind:	Wind activities in Maine have substantially decreased. OER continues to provide information and technical assistance to interested people and firms.
Methane:	OER participated in an Energy in Agriculture Task Force that developed a methane digester handbook for small dairy farms. The handbook will be published and OER & Agriculture will sponsor methane digester workshops for interested farmers.
Peat:	In cooperation with the Maine Geological Survey, the OER completed the first field season of its peat program which is designed to determine the amount and location of fuel-grade peat in Maine that can be harvested and utilized in an environmentally acceptable manner. Reports have been published which describe the results of the field work. During 1984 OER and the MGS began compiling their final report for DOE. OER in cooperation with the MGS and USGS continued studies on the surficial and groundwater movements in peat deposits.
Cogeneration:	OER continues to provide assistance to businesses and industries in assessing the feasibility of cogeneration. At the request of the Office of Public Advocate, the OER provided expert testimony to the Maine Public Utilities Commisson on the potential for cogeneration development.

Electric Power Analysis: The OER continues to analyze electricity developments in Maine with respect to the need for power and cost. Assistance was provided to the Public Advocate's Office on several cases before the PUC, including fuel adjustment hearings for Central Maine Power, and rate cases for CMP and Maine Public Service Company. OER staff testified on cogeneration, wood energy, oil prices, and utility conservation loan programs as they relate to rates.

Operations Division. Activities include:

The Energy Extension Service: The EES operates through five regional offices in Portland, Lewiston, Augusta, Bangor and Presque Isle. These offices assist in the delivery to the public of OER programs focusing on energy conservation and the use of renewable resources. Activities included workshop presentations and followup technical assistance to Maine citizens, promotion of Class B audits, adult education courses, solar energy tours, energy fairs, business seminars and backup support for Rideshare. During 1983-84, the EES held workshop presentations attended by approximately 2,000 Maine residents and supplied citizens with followup technical assistance.

Energy Conservation Month: During October of 1983, the EES coordinated Energy Conservation Month. With the help of a variety of service organizations and local experts, OER was able to help 11,000 Maine people to deal with their energy problems and concerns on a face-to-face basis. The month was accompanied by a statewide media campaign aimed at promoting energy conservation and the use of renewable resources.

Information Activities: Information activities were concentrated on general energy information dissemination to the public. Currently, OER in Augusta handles an average of 184 information requests per month. OER maintains a 24 hour information telephone line allowing people to call OER at anytime with requests for information. During 1983-84, OER continued its State of Maine Energy Center Program. The Center is a large recreational vehicle that travels throughout the state visiting towns, fairs and other special events. The Center contains information about energy conservation and renewable resources. More than 30,000 people have toured the Center since the program began in January of 1982.

On a general level, through ongoing media contact, the OER informs the public of major new developments, trends and programs in energy.

Rideshare: During 1983-84, the Rideshare Program was funded through a grant provided by the Federal Highway Administration with state matching funds from the Sohio oil overcharge settlement. Currently, the number of OER-sponsored park and ride lots is twelve, with a new one being planned for Portland in cooperation with the Department of Transportation.

Last year, the State Employees Vanpool Program was expanded to include all Augusta-based employees. Due to increased demand, two new routes have been added, bringing the total number to eleven.

The State Employees Rideshare Program has been incorporated into the newly formed Augusta-Area Rideshare Program which provides promotional services and a matching service for all Augusta employees and employers. The Greater Portland Council of Governments continued to operate the Portland Regional Rideshare Program under OER supervision and with OER funding.

The OER has begun plans to institute a low interest loan subsidy program with the use of Amoco oil overcharge settlement funds. The legislature has allocated $25,000 for this purpose and the planned start up date is September.

OER continued to offer technical assistance to major employers throughout Maine in starting or expanding in-house rideshare programs. OER's promotional efforts last year included the purchase and distribution of a 30-second PSA videotape, new brochures, and an updated portable rideshare display.

Institutional Building Grants: OER uses a combination of Federal and State funds to provide energy audits and help finance energy conservation improvements in Maine schools, hospitals and local government buildings. The following information reflects cumulative totals for these grant programs. For schools and hospitals, Federally allocated funds total over $5 million. Through bond issues, the State has contributed $17 million. Currently, about 850 schools and 40 hospitals have received assistance. This program is jointly administered with the Bureau of Public Improvements. The Federal contribution for local government buildings totals $165,000. The state has provided an additional $2.5 million through a bond issue. More than 200 communities have received assistance.

PUBLICATIONS:

Insulation Facts
Energy Conservation Building Standards: Manual of Accepted Practices ($3.00)
Energy Conservation Building Standards: Narrative ($2.50)
Sunspaces: Design and Build an Attached Solar Greenhouse
Hydropower Site Evaluation
Solar Site Evaluator
Maine Solar Architecture
Electricity from the Sun
Maine Woodburning Guide
Home Energy Check-up

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	535,925	303,805			232,120	
Health Benefits	24,851	14,671			10,180	
Retirement	77,564	43,304			34,260	
Other Fringe Benefits	2,372	1,379			993	
Computer Services—Comm	3,733	3,733				
Computer Services—State	14,936	14,936				
Other Contractual Service	184,977	133,404	2,779		48,794	
Rents	11,997	10,048	310		1,639	
Commodities	10,885	7,750			3,135	
Grants—Subsidies—Pensions	1,157,807	405,069			198	752,540
Equipment	4,068	4,068				
Transfers to Other Funds	23,129		114		23,015	
TOTAL EXPENDITURES	2,052,244	942,167	3,203		354,334	752,540

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333 *Telephone:* 289-3531
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1977 Exec. Order 5
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn, and Wanda Evans, Hallowell.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1965 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	71,690	71,690				
Health Benefits	2,425	2,425				
Retirement	4,011	4,011				
Other Fringe Benefits	316	316				
Other Contractual Service	12,668	12,393			275	
TOTAL EXPENDITURES	91,110	90,835			275	

STATE AGENCY HOUSING COORDINATING COMMITTEE

KATHLEEN A. BOLAND, CHAIRPERSON

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102W; *Citation:* Exec. Order 1 FY 82

PURPOSE: One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority Advisory Board in the development of housing policy.

ORGANIZATION: The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

PROGRAM: The Committee meets on a near monthly basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

WILLIAM B. TROUBH, CHAIRMAN

Central Office: State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens and are members of the bar who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to $45.00 per diem compensation plus expenses.

PROGRAM: During fiscal year 1984, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

In turn fifteen of these suggested candidates were nominated by the Governor to fill vacant posts. Fourteen of these nominees were ultimately confirmed by the Maine State Senate.

The Select Committee has materially contributed to the unusually high calibei of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administraive decision, included with those of Office of Governor.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
MARK SULLIVAN, EXECUTIVE SECRETARY

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: March 19, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 79 Exec. Order 12
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Councii is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF 1983 ACTIVITIES

Maine's rivers, their use and their sometimes catastrophic flood impacts, dominated the Land and Water Resources Council's agenda throughout 1983.

On June 17, 1983, Governor Brennan signed L.D. 1721, "AN ACT to Promote the Wise Use and Management of Maine's Outstanding River Resources." This new law is the keystone of Maine's first-in-the-nation, comprehensive rivers policy. Its enactment climaxed more than three years of intensive study and policy development by Council members, their staff, and the Executive Secretary. The objectives of this policy are to protect Maine rivers from inappropriate development; to encourage sensible hydropower development to meet the State's future energy needs; and to establish an effective process for resolving conflicts and integrating a variety of uses on Maine's rivers.

Following flooding along the Kennebec River in the Spring of 1983, Governor Brennan directed the Council to conduct a thorough review of Maine's flood prediction, control, and response programs, to assure that they adequately protect Maine people and resources from the threat of floods. The Council established a Water Flow Management Committee that worked throughout the Spring and Summer reviewing available data on Maine river hydrology and current management practices. The Committee made a report of findings and recommendations that the Council accepted late in 1983.

The following three sections describe, in greater detail, the Council's progress in three major areas of endeavor: policy formulation; resource management system development; and high priority problem response.

I. POLICY FORMULATION

Governor Brennan has called the Maine Rivers Policy "the most important natural resources initiative of my administration, and one of my proudest accomplishments as Maine's Chief Executive." The Land and Water Resources Council takes pride, as well, in the major role it has played over the past three years in the formulation of this policy.

Background. Fifteen years ago there were few conflicts over the use of Maine's nearly 32,000 miles of rivers and streams. A half century of abuse and neglect had made many too dirty for most uses. During this same period, the availability of relatively cheap fossil fuels reduced interest in the power-generating capacity that had first attracted industry to Maine's abundant rivers.

Public and private efforts over the past decade, however, transformed Maine's rivers from some of the dirtiest in the nation to some of the cleanest. Water quality improvements, coupled with restoration of fisheries and expanded interest in river recreation, rekindled Maine people's appreciation of their rivers.

Then, in the mid-70s, a national energy crisis occurred, and hit Maine hard, as one of the most oil-dependent States in the nation. Attention turned once again toward the hydropower potential of Maine's rivers. Proposals for dams on various rivers focused urgent public attention on growing conflicts over the use of rivers.

Recognizing the need for a strong assertion of the public role in decision-making about Maine's rivers, Governor Brennan in his *1981 State of Maine Energy Policy* directed the Land and Water Resources Council and its member agencies to undertake a series of initiatives toward a comprehensive Maine Rivers Policy. These included:

—an analysis of the State's hydropower permitting procedures and of dam inspection and registration policies (completed in 1982);

—a statewide fisheries management plan for Maine rivers, including identification of sites for fish passage facilities needed in dams (completed in 1982); and

—a study to identify rivers with outstanding natural and recreation features, as well as a strategy to protect these rivers (completed as the *Maine Rivers Study* in 1982).

Based on the findings of the Department of Conservation's *Maine Rivers Study*, Governor Brennan issued an Executive Order in June 1982, protecting 1100 miles of rivers from new dam construction. He also directed the Office of Energy Resources to prepare a *Comprehensive Hydropower Plan* for Maine (completed in October 1982), and the State Planning Office to review the adequacy of existing State laws and policies to protect the public's interest in the use of Maine's rivers (completed in December 1982).

Maine Rivers Policy. Based upon this research and policy development, the Governor directed the Council to draft legislation for him to submit to the 111th Legislature. Council members, their staff, and the Executive Secretary worked closely with legislators and public and private interests to develop four laws enacted during 1983 which give effect to the Maine Rivers Policy.

—Acts Concerning Fishways in Dams. These two laws assure the right of the Departments of Marine Resources (in coastal waters) and Inland Fisheries and Wildlife (in inland waters) to require fish passage facilities in dams where needed to restore and maintain important commercial and sport fisheries.

—An Act Concerning Inspection, Registration, and Abandonment of Dams. This law replaced three existing laws governing inspection, maintenance, and operation of dams that are not used for generating power. It clarifies the State's right to require the registration of such dams and to establish lake water levels to protect the public interest.

—An Act to Promote the Wise Use and Management of Maine's Outstanding River Resources. This law accomplishes several objectives. It:

- •protects 1,100 miles of 18 Maine rivers from new dams unless specifically authorized by the Legislature;
- •replaces a complicated hydropower permitting procedure that required as many as seven separate permits from four different State agencies;
- •establishes a one-stop permitting procedure to encourage hydropower under reasonable environmental and public safety constraints;
- •provides special protection for the shorelands of 800 miles of rivers in Maine cities and towns through amendments to the Mandatory Shoreland Zoning, Subdivision, and Alteration of Rivers, Streams, and Brooks statutes;
- •simplifies the procedure for communities to form river corridor commissions, similar to the Saco River Corridor Commission; and
- •enables non-profit organizations to hold conservation easements on river shorelines without possessing title to adjoining property.

In addition to these new laws, the Maine Rivers Policy includes several other initiatives by State agencies, as recommended by the Council and supported by the Maine Legislature:

—The Maine Land Use Regulation Commission has used its zoning authority to protect the shorelands of 750 miles of rivers in the unorganized territory from incompatible development.

—With funds provided by the Legislature, the Departments of Marine Resources and Inland Fisheries and Wildlife have begun fisheries management plans for ten selected rivers. Both agencies have worked closely with dam owners to develop fish passage facilities where needed, and have continued stocking programs for a variety of sportfish.

—With funds provided by the Legislature, the Maine Bureau of Parks and Recreation is assessing public access and campsite needs on 26 Maine rivers. The Bureau will identify sites along these rivers which the State may acquire for public recreational access and camping opportunities; and will suggest strategies for acquiring conservation easements from landowners to protect outstanding natural features along these rivers.

—The Department of Environmental Protection has established a computerized registry of 570 dams, and begun setting lake water levels to protect public safety and to abate property damage.

—Pursuant to an Executive Order issued by the Governor, State agencies have targeted State and federal grant funds toward waterfront improvement projects. Community Development Block Grants for important rivers waterfront improvement projects have been awarded to Augusta, Belfast, Brewer, Calais, Fairfield, Gardiner, and South Portland.

Continuing Policy Development. The accomplishments of the Maine Rivers Policy have drawn national acclaim. The Council has received inquiries from several States which are now pursuing similar initiatives.

It has also drawn attention to the inadequacy of present national rivers policy. At Governor Brennan's request, United States Senator George Mitchell has introduced to Congress legislation using Maine's experience as the basis for a new federal/State decision-making process for hydropower projects. The National Governors' Association has endorsed the concept embodied in this bill. Governor Brennan has directed the Council to assist in moving this legislation through Congress.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Peatland Subcommittee. Maine is rich in deposits of peat, both a natural asset and a potential resource with energy and agricultural uses. Increased interest in the use of peat, especially its conversion to fuel, has raised concern about the protection of ecologically significant peatlands, and about the environmental impacts of fuel conversion procedures on sensitive wetlands.

In his June 1981 Energy Policy, Governor Brennan directed the Land and Water Resources Council to establish a subcommittee to identify peatlands for special protection because of rare plant species, rare animal habitat, or other unusual peatland characteristics. After careful consideration, the subcommitee reported a series of recommendations to the Council in May of 1982.

The Committee's major recommendation called upon the Commissioner of the Department of Conservation to establish a screening committee of experts from various resource fields, to screen economically significant peatlands and identify those meriting special protection. Research by the Department of Conservation has identified 100,000 acres out of Maine's nearly 700,000 acres of peatlands which offer commercial harvesting potential. In January 1984, the Department released a matrix summarizing all available information on the ecology of these peatlands. Future research will concentrate on filling in gaps in the information needed to assess the significance of these peatlands.

University of Maine/State of Maine Cooperative Research Program. Annually, the Land and Water Resources Center of the University of Maine at Orono funds research on a variety of natural resources topics.

At the suggestion of the Center, the Land and Water Resources Council established an informal procedure during 1983, to identify the natural resources research priorities of State agencies which the Center may then relay to potential grant applicants.

The Chairman of the Council will also now serve on the Center's committee to screen applicants' pre-proposals.

The Center and the Council will continue to investigate means to improve coordination between the University and the State to meet mutual research program goals and objectives in natural resource management.

III. HIGH PRIORITY PROBLEM RESPONSE

During the Spring of 1983, flooding along the Kennebec River caused considerable damage to public and private property. This was yet another episode in the long history of chronic seasonal floods within Maine's major river basins. Since 1936, floods along the Kennebec River have caused more than $25 million in property losses.

In response to this recurring problem, Governor Brennan directed the Land and Water Resources Council to "conduct a thorough evaluation of the water level management policies presently in place in the major rivers of the State, to assure that they adequately protect Maine people from the danger of floods, while otherwise maximizing the benefits from these rivers."

Water Flow Management Report. In May 1983, the Council established a Water Flow Management Policy Committee, composed of representatives from various State agencies involved in river management, natural resources protection, and energy policy. The Council also invited major private dam operators and representatives from federal agencies to serve in an advisory capacity to this effort.

Throughout the Summer and Fall of 1983, the Policy Committee reviewed the available data on Maine river hydrology and current management practices, visited major dam operations, investigated river management in other parts of the country, and discussed issues and alternatives with the Advisory Committee. Its research, observations, and discussions enabled the Policy Committee to make a series of findings and recommendations to the Council in November 1983.

The report concluded that, based upon the information available, the management of Maine's rivers is competent, and generally serves the best interests of the public. The Committee found, however, that the existing data on the hydrology of Maine's major river systems is inadequate, and does not provide a sufficient basis for assessing alternative management practices or structural alterations to abate flooding. The Committee also identified a number of information, communication, and legal inadequacies in the State's existing flood prediction, response, and prevention programs and policies.

In early 1984, the Council submitted the Committee's report to the Governor, including fourteen recommendations for improvements needed to address these problems.

The Council's chief recommendation called for a cooperative effort by the Council, the U.S. Geological Survey, and the Army Corps of Engineers to conduct a detailed hydrologic assessment of water flow routing, including the design of computer models, within Maine's major river basins. Subsequent deliberations have resulted in the selection of the Kennebec River watershed for in-depth analysis, as a prototype for similar studies on other rivers. The Council initiated this effort with the assistance of the Corps and the USGS in the Spring of 1984.

The Council's other recommendations, involve legal, regulatory, and administrative actions by a variety of State agencies in cooperation with federal agencies and private interests. The Council Executive Secretary is coordinating the implementation of these recommendations, including preparation of legislation for consideration by the 112th Maine Legislature.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System.
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $26,052 in FY 84 and are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MANAGEMENT TASK FORCE

THATCHER TURNER, ACTING CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2321
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333
Established: 1979
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of Maine State Government with an eye toward improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works closely with the Governor and Commissioner of Finance and Administration to: recommend ways to improve the efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force consists of persons with business experience who are appointed by the Governor to serve at his pleasure. It works closely with the Governor and the Commissioner of Finance and Administration in accomplishing its mission. It is anticipated that the Task Force will continue its work over an extended period of time and from time to time will augment its membership with other members of the business community who have special expertise in areas being reviewed.

PROGRAM: Established in October, 1979, during its first year of activity the Governor's Management Task Force completed its initial report to the Governor (*Energy Management in Maine State Government*) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the state of over $4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report *(Administrative Support Service in Maine State Government)* contained 50 recommendations and identified potential savings of over $2 million.

In January, 1982 the Task Force issued *Priorities for Change, Maine State Personnel System* containing recommended changes in the Personnel System in the areas of employment, compensation, organizational structure, labor relations, training, and systems analysis and automation.

In FY 1983 the Task Force concentrated on review of the State purchasing and warehousing activities, and the State computer and data processing systems. This review is ongoing."

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (Limited number of free copies.)

Administrative Support Services in Maine State Government (limited number of free copies)

Priorities for Change, Maine State Personnel System

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

KEVIN W. CONCANNON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta 04333

Established: March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102Q; *Citation:* Exec. Order FY 79 #7

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The primary purpose of the Governor's Commission on Mental Health Manpower Development is to make recommendations to the Governor which will involve manpower interests and which will address related mental health issues.

ORGANIZATION: The Governor's Commission on Mental Health Manpower Development was created by Executive Order in March 1979. The Commission consists of twenty-five members appointed by the Governor for two-year terms. Members are selected on the basis of their representing various mental health manpower interests throughout the state. All major professional disciplines as well as individuals from other state and advisory groups are represented.

PROGRAM: In FY 83, the Commission had intended to work toward implementing recommendations previously made to the Governor, as well as to continue research efforts on interfacing manpower issues among different agencies of the mental health system. However, the Commission was forced to assume inactive standby status during the year due to lack of funding.

The Commission completed its work in accordance with Executive Order #7, 1979, which set its ending date at March 30, 1984.

PUBLICATIONS:

Transcripts of meetings, task group working research papers, and planning documents are available for on-location use at the Department of Mental Health and Corrections, State Office Building, Augusta.

An Introduction to State Mental Health Manpower Development, Governor's Mental Health Manpower Commission, March, 1979. Free.

Year One Status Report, Governor's Mental Health Manpower Commission, March 1980. Limited quantity. Free.

Year Two Status Report, Governor's Mental Health Manpower Commission, Spring, 1981. Limited quantity. Free.

The Role of Primary Care Physicians in the Delivery of Mental Health Care in Maine, October 1980. Available for on-location use.

No Fee

FINANCES, FISCAL YEAR 1984: No funds were expended during FY 84.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, ACTING CHAIRMAN

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Citation:* FY 77 Exec. Order 1
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

PROGRAM: Committee activities during FY 84 have been limited to the promotion of educational programs for Maine school children, teachers, and parents.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

PAMELA PLUMB, CHAIRMAN
DANA CONNORS, Commissioner, Department of Transportation

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec Order 11 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of eleven members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The Council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

The Council was influential in promoting the idea of a Blaine House Conference on State and Local Relations. The Blaine House Conference, held May 10 and 11, 1982, was a two-day forum for state and local officials to re-examine our intergovernmental system. The Conference identified four major areas for reform: government finance; government organization; intergovernmental communications; and specific program changes.

Specific results from the Conference are a program of payments to municipalities in lieu of taxes on state buildings, the creation of an Office of Intergovernment Affairs in the Governor's Office, and a state policy on regional councils.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

JAMES V. SULLIVAN, EXECUTIVE DIRECTOR

Central Office: Rm. 220, Portland Campus Gymnasium *Telephone:* 780-4172
Mail Address: University of Southern Maine, Portland, Maine 04103
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Citation:* FY 78 Exec Order 10

PURPOSE: The Governor's Council on Physical Fitness and Sports has been given responsibility for developing, promoting, coordinating and supporting services and programs of physical fitness and sports for the people of Maine. The members will recommend physical fitness programs that provide state-wide participation for all citizens including the handicapped and elderly. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, Department of Human Services and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

ORGANIZATION: The Governor's Council on Physical Fitness and Sports consists of twenty two members, all of whom are appointed by the Governor. Members are appointed to represent selected geographic areas throughout the state. The full Council will meet every other month in Augusta. The Council membership is representative of elementary, secondary and college youth, individuals in health professions, employees of business and industry, the elderly and the handicapped. All members are appointed for four-year terms. The chairperson is appointed by the Governor from within the membership of the Council.

PROGRAM: Throughout FY 84, the Governor's Council on Physical Fitness and Sports has pursued several activities. These include: a state-wide survey to determine physical fitness and sports programs currently being offered, the development of Council position statements, awards and endorsements. The Council also developed a brochure, a shoulder patch, a logo and five exercise series.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Week and position statements regarding the health hazards of smoking, drugs, alcohol and stress. The Council plans to develop bicycle paths for recreation and transportation, develop exercise parcourses and develop clinics and workshops throughout the state. The Council will also pursue businesses and industries throughout the state to encourage their employees to participate in fitness and sports programs. A statewide Employee Fitness Day was planned.

PUBLICATIONS:

Calisthenics
Weight-Interval and Circuit Training
Walk/Jog
Relaxation Exercises
Guidelines for Walking
The above are offered free to any interested citizens.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $1,563 in FY 84 and are, by administrative decision, included with those of the (Office of) Governor.

STATE PLANNING OFFICE

RICHARD E. BARRINGER, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303
Average Count—All Positions: 51 *Legislative Count:* 18
Organizational Units:
Community Assistance Division
Policy Division
Management Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intrastate planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide (A-95) clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; and additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the State Government Socioeconomic Data Center, A-95 Clearinghouse, the Land and Water Resources Council, federal activities impact coordination, Coastal Energy Impact Program administration, Science and Technology activities coordination, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1975 and reorganized in 1979, 1981, and 1983, includes three divisions; namely, Community Assistance Division, Policy Division, and Management Division.

PROGRAM:

Community Assistance Division: The Community Assistance Division has the following five goals: (1) the provision of grants for planning and development; (2) the provision of technical assistance to local and State officials, citizens, legislators and community groups; (3) the communication of local needs to the Governor, Legislature, and Federal officials, and the communication of State and Federal priorities to local officials; (4) the support of a viable substate planning system; and (5) the enforcement of quality standards for local governments in the areas of grants administration and shoreland zoning.

Community Development Block Grant Program: The State Planning Office assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) in 1982. CDBG funds were awarded in 1982, 1983, and 1984 through a general competition. An Advisory Committee, composed of State, regional and local officials assisted in the review and selection of proposals for funding after establishing goals for the program. The CDBG goal for 1984 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The State Planning Office administered a total of $32.1 million in CDBG funds in 1982 through 1984. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1984 CDBG program consisted of the following components: (1) Reserved Grants, ($1.978 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants ($8.055 million) to support a wide variety of community development initiatives; (3) a Development Fund ($750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Partnership Grants ($150,000) to assist communities without a CDBG grant and without professional planning capability to prepare and implement a local develpment plan; and (5) Technical Assistance Grants ($125,000) to non-profit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds ($325,180) were used for State administration of the program.

Shoreland Zoning Program: The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 125 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act. The State Planning Office also supported work by the Department of Environmental Protection to monitor local administration and enforcement and respond to complaints of Shoreland Zoning violations.

Flood Insurance Program: At the direction of the Governor, the State Planning Office became the Coordinating Agency for the National Flood Insurance Program (NFIP). Program staff assisted York County coastal communities in converting from the Emergency to the Regular Flood Insurance Program. Staff also worked with other State agencies in order to integrate flood proofing and protection recommendations into existing State permitting procedures. Additional services provided by this Program include a toll-free number to deal with citizen inquiries concerning the NFIP, reviews of projects proposed in floodplains for adequate design, an inventory of historic high water marks on Maine rivers, and a transfer of a floodplain information clearinghouse from the Bureau of Emergency Preparedness to the State Planning Office. During the summer of 1984, the State Planning Office co-sponsored a National Floodplain Managers Conference, which was held in Portland.

Local Planning Assistance Program: The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, a handbook for municipal boards of appeals, a booklet explaining the recent rivers legislation, and a guide to the new manufactured housing law. The Division also assisted the Eastern Maine Development Corporation in the preparation of a four-part television series on local planning issues and responsibilities.

Intergovernmental Review: During 1984, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order of Governor Brennan, which replaces the A-95 Review process that had been in effect prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a bi-weekly bulletin.

Trafton Commission Report: During the fall of 1983, the State Planning Office staffed a task force on enforcement of local land use laws, chaired by Senator Richard Trafton. The work of the Commission resulted in a report on the enforcement of land use laws, and the enactment of new enforcement legislation, Public Law 796 of the Laws of 1984.

Policy Division: The mission of the Policy Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on local development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance.

In the past year, the Division has done research and prepared reports on the following topics: education, water resources, the minimum wage, low level nuclear waste disposal, poverty in Maine and hydropower development. The Division provided staff support to the Governor's Commission on the Status of Education in Maine and drafted the Commission's preliminary and final reports.

Data Processing Activities: During FY 1984 the State Planning Office provided a summary tape of 1980 Census information to the Census Users Group.

The Planning Office acquired an improved version of a computerized model of the State's economy. The staff continued work on major enhancements to the model. (During the preceeding year, results from the model were used in several policy decisions).

Microcomputers, which had been used for word-processing, were used in developing a computerized data base for the Community Development Division. This system now tracks application's and grants under a variety of programs administered by the Planning Office, as well as handling timely financial information for the division.

The State Planning Office continued its role on the Computer Services Advisory Board and the Board's subcommittees. The agency was involved in a number of undertakings designed to increase the coordination of data processing activities between state agencies.

State Government Socioeconomic Data Center: The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the Governor and Legislature. The number of requests handled by the Data Center has increased each year, from 1,000 in 1978 to 2,866 in 1983.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past five years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Coastal Zone Management. The State Planning Office provides a focal point for coastal issues and coordinates the activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 83 to address various public policy issues of Statewide significance. For example, the program funnelled revenues to the Maine Department of Environmental Protection (DEP) to support five staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Other issues addressed through special projects resulted in continued progress on clam flat pollution abatement, implementation of the Maine Rivers Act, and a local assistance program for the enforcement of land use ordinances. With federal Coastal Energy Impact Program funds, Maine's Coastal Program is enabling Bigelow Laboratories in Boothbay Harbor to investigate the potential impacts on the Maine coast of the proposed development of a large tidal power project at Minas Basin in Nova Scotia.

During FY 82, the Coastal Program worked with the DEP and the U.S. Army Corps of Engineers to simplify the procedure for obtaining permits for activities in coastal wetlands. As a result, the applications for a State Coastal Wetlands permit and the Corps of Engineers Section 10 and 404 permits have been combined, and a "one stop" permit is now in use. Such regulatory reform eases procedures for applicants and makes more efficient use of the taxpayer funds supporting the regulatory effort.

The Coastal Program supports the Maine Index, a computerized system for cataloging and automatically retrieving information on Maine's natural resources. This system, now housed in the Maine State Library, also contains information on natural resource maps.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is receiving permits in Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

The Coastal Program provided assistance during FY 82 to the Maine Bureau of Public Lands to devise a procedure for leasing State-owned submerged lands. This was especially crucial to the development of a tidal power generating facility at Half Moon Cove on Cobscook Bay in Washington County (see *Water Resources Program*, above). In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal Program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions will help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. Over 70 projects were funded in FY 83. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

Maine Critical Areas Program: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 83, the Critical Areas Program registered 71 areas for whitewater rapids, Furbish Lousewort and rare plants along the St. John River, old-growth forest stand and jack pine. The Program initiated surveys of old-growth forests in Baxter State Park and a natural resources inventory of the public lot in T.15 R.9., Aroostook County. In cooperation with the Office of Energy Resources, plans were developed to continue ecological inventories of peatlands. peatlands.

The program staff met with the Critical Areas Advisory Board three times during FY 84 to review information on areas proposed for registration. Based upon the Board's recommendation, 31 areas were added to the Register, bringing the total number of entries on the Maine Register of Critical Areas to 455. Four additional areas were added to the list of areas which meet the program's guidelines but were not registered either because the landowners could not be contacted or because registration would be detrimental to the conservation of the area. Currently 39 areas are in the unregistered but qualified category.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landoweners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base.

The Program received a 97% response from critical area landowners during a fall questionnaire about the status of the critical area. Almost all registered critical areas are undisturbed and continue to support a rare feature.

The Critical Areas Program devoted much of its resources during FY 83 toward the establishment of a Maine coast estuarine sanctuary. The National Oceanic and Atmospheric Administration awarded the State of Maine a grant of $580,000 towards the purchase of land in the Town of Wells for the creation of a National Estuarine Sanctuary. The 2,000 acre Wells National Estuarine Sanctuary will include land in a State Park, the Rachel Carson National Wildlife Refuge and land to be purchased at Laudholm Farm. The Sanctuary will promote estuarine research and education. The Sanctuary will be owned and managed by the Town of Wells. The State will receive additional grant awards in FY 84 for land acquisition.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, all of which are available from the Management and Information Division.

State of Maine Economic Report—bi-monthly
Natural Resources in Maine's Economy—1983
The Geology of Maine's Coastline—1983 ($5.00)
A Development Plan for Maine's Aquaculture Industry ($3.00)
River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983
A Guide to Maine's New Manufactured Housing Law—April 1984
Maine Retail Sales Quarterly Report
Tourism Quarterly Review
1979 Per Capita Income, U.S. Census Bureau
Town Land Area
Index of State Agency Data Files
Standard Geographic Code for Minor Civil Divisions 1982
1980 Final Census Count—Maine
Economic Distress and the Changing Nature of Rural Maine
Status Report on Rural Development
The Governor's Committee Rural Development Annual Report—1983
Community Profiles
Maine Planning and Land Use Laws
A Guide to the Flood Insurance Program
A Handbook for Municipal Boards of Appeals
Suggested Forms for the Administration of the Municipal Subdivision Law
Model Subdivision Regulations for Small Towns
Guidelines for Municipal Shoreland Zoning Ordinances
Sample Forms for Shoreland Zoning Administration
Comprehensive Planning Guide
Model Land Use Ordinances
Model Zoning Ordinance for Maine Communities
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program
Maine Peatlands
Piping Plover Planning Report
Financial Application—Estuarine Sanctuary
Higgins Beach Management Plan
Guide to Federal Consistency
The Economic Dimensions of Tourism in Maine—1983
Farmland Conversion in Nineteen Maine Communities—1982
The Maine Economy: A Forecast to 1990—1982 ($5.00)
The Small Town Handbook for Revitalization and Community Development—1981

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	915,337	409,720	15,066		490,551	
Health Benefits	40,207	16,896	320		22,991	
Retirement	144,121	64,481	2,361		77,279	
Other Fringe Benefits	4,190	1,698	30		2,462	
Computer Services—Comm.	—135				—135	
Computer Services—State	39,275	14,958	863		23,454	
Other Contractual Service	322,984	229,504	335		93,145	
Rents	2,820	1,145			1,675	
Commodities	23,674	17,201			6,473	
Grants—Subsidies—Pensions	7,835,388	177,473			7,657,915	
Buildings and Improvements	55,456				55,456	
Equipment	9,600				9,600	
Transfers to Other Funds	20,712		1,123		19,589	
TOTAL EXPENDITURES	9,413,629	933,076	20,098		8,460,455	

(OFFICE OF) PUBLIC ADVOCATE

PAUL A. FRITZSCHE, PUBLIC ADVOCATE
STEPHEN A. JOHNSON, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Unit Citation:* 35 M.R.S.A. 1-A

Average Count—All Positions: 7 *Legislative Count:* 7

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts. Since the interests of the utilities and of the large industrial users tend to be well represented and financed, the Public Advocate normally focuses on the interests of residential customers and of small business. However, the office has supported utility or large industrial user positions when they were consistent with a broad public interest.

The major cases in which the office has been involved have included the telephone rate increase and rate redesign proceedings for both New England Telephone and Continental Telephone, as well as increases sought by Central Maine Power Company and Northern Utilities. In addition, the office has been involved in proceedings relating to cogeneration and small power production rates before the PUC. We have assisted in the preparation and support of the Governor's legislative program, including legislation relating to universal telephone service, conservation programs and cancelled generating plants.

The Public Advocate has assisted groups of consumers in the Lewiston, Bath and Calais areas regarding New England Telephone or Central Maine Power rate cases. We have also assisted groups of consumers regarding water rates in the Kennebunk area and the quality of water in the Towns of Wiscasset and Millinocket. The office was involved in proceedings before the Public Utilities Commission regarding general rules concerning disconnections during the winter and late payment charges. In the power planning area, we participated in a pending review of the needs of Central Maine Power. We have also participated in analysis of corporate reorganizations proposed by several independent telephone companies.

Our other activities have included participation with the Office of Energy Resources in designing water heater conservation, appliance rebate and commercial loan programs being run by the larger electric utilities and a gas water heater conservation program being run by Northern Utilities.

In general, we have participated in all major cases before the Public Utilities Commission and have taken a position on all significant bills regarding public utilities that were before the Maine Legislature.

Our duties were expanded to include intervention in a $39,000,000 workers compensation insurance rate case before the Bureau of Insurance where our motion to dismiss the case was granted. The insurers had failed to provide important categories of information required by law to be part of a rate filing.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been in providing consistent, professional representation for consumers before the Public Utilities Commission through the continued development of a small, but very experienced, staff. Our ongoing presence has served to remind the utilities, the Commission and other participants of the legitimate needs and expectations of consumers. Our specific achievements include:

1. We were able to settle a New England Telephone rate case, for the first time in a decade, the result being that NET will invest $60,000,000 in modernizing Maine's telephone equipment while basic rates rose only modestly.
2. We defeated attempts to reduce the protections given to the elderly and poor from unjust disconnections during the winter.
3. At our recommendation, the Legislature has enacted a bill endorsing universal telephone service as the policy of the State.
4. We have encouraged electric and gas utilities to obtain the least expensive fuel.
5. In the Central Maine Power Company case we convinced the PUC to adopt several of our positions (that were opposed by its staff), resulting in savings to consumers of well over $10,000,000.
6. We have actively supported federal legislation, which has been approved by a conference committee, which will change the tax status of nuclear decommissioning costs, saving Maine ratepayers over $5,000,000 annually.
7. Our office obtained an order from the PUC allowing the sale of telephones by NET at the lowest prices in New England. We also arranged for the only program in New England for the sale of phones at reduced prices for the hearing impaired.
8. Our motion to dismiss a $39,000,000 workers compensation case was granted, resulting in no increase for Maine employers and establishing an important precedent in the interpretation of a new statute.
9. We settled a Northern Utilities case, saving the consumers approximately $1,000,000.
10. Several of our expense-control recommendations have been implemented by utilities.
11. We participated in a Maine Water Company rate where the request was rejected in full.
12. We are participating in an investigation before the PUC regarding the prudency of the prior investments and wisdom of the continued investments by Maine utilities in Seabrook.
13. We serve on a Governor's Task Force concerning a State Telecommunications Policy. A high priority is assuring that basic telephone service remains affordable.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	187,097	187,097				
Health Benefits	5,889	5,889				
Retirement	25,400	25,400				
Other Fringe Benefits	914	914				
Other Contractual Service	137,358	137,358				
Commodities	2,911	2,911				
Equipment	2,491	2,491				
TOTAL EXPENDITURES	363,060	362,060				

DIVISION OF TOURISM

LESLIE E. STEVENS

WANDA EVANS PLUMER, DIRECTOR

Central Office: Augusta *Telephone:* 289-2656
Mail Address: SDO, Statehouse Sta. #59, Augusta, Maine 04333
Established: October 1984
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 154; *Citation:* 5 M.R.S.A., Sect. 7004
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The Division of Tourism was created by law to serve as the single, official spokesman of travel policy, with the authority to directly implement promotional programs. The Division's broad directive is to promote Maine as a four-season tourist destination to tourist consumers, meetings and conventions planners, group tour planners and others.

To accomplish this the Division is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Division is comprised of four (4) professional staff and is part of the State Development Office. The Division is supervised by the Director of the Division of Tourism who oversees the activities of a Market Researcher, a Public Relations Specialist and a Project Officer. Overall supervision of the Division of Tourism is provided by the Director of the State Development Office.

PROGRAM: During the past year the Division of Tourism began a market research program aimed at providing information regarding out of state perceptions of Maine as a tourist destination. The Division also began research aimed at providing information on the economic impact of tourism on the Maine economy and research aimed at providing an inventory of tourist related activities, attractions and support services available in Maine. These studies will be used to chart the Division's promotional and marketing strategies in future years and will be used as a way to measure the impact of increased tourism on Maine's economy resulting from the promotional program.

During the year, the Division undertook a public relations/promotion effort that focused on: print, television and radio advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. The Division also sponsored four (4) familiarization trips for in-state information providers to better acquaint them with the attractions available in their state.

During the year, the Division contracted with the Maine Publicity Bureau to provide basic mail out and referral services to consumers requesting information about Maine.

PUBLICATIONS:

Maine, A Special Qualify of Life.
Maine, The Pine Tree State.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of The State Development Office.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Station #78, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287
Average Count—All Positions: 804 *Legislative Count:* 786
Organizational Units:

- Bureau of the Budget
- Bureau of Accounts and Control
- Bureau of Central Computer Services
- Bureau of Purchases
- Bureau of Public Improvements
- Bureau of Taxation
- Bureau of Alcoholic Beverages
- Board of Emergency Municipal Finance
- Risk Management Division
- Review Committee for Contractual Services
- Standardization Committee
- Capitol Planning Commission
- Land Use Tax Committee
- State Liquor Commission
- Board of Trustees, Accident and Sickness or Health Insurance Program
- Advisory Council on Deferred Compensation Plans
- Advisory Committee on State Communications
- Employee Suggestion System Board

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

ORGANIZATION: An organization chart is provided in this report.

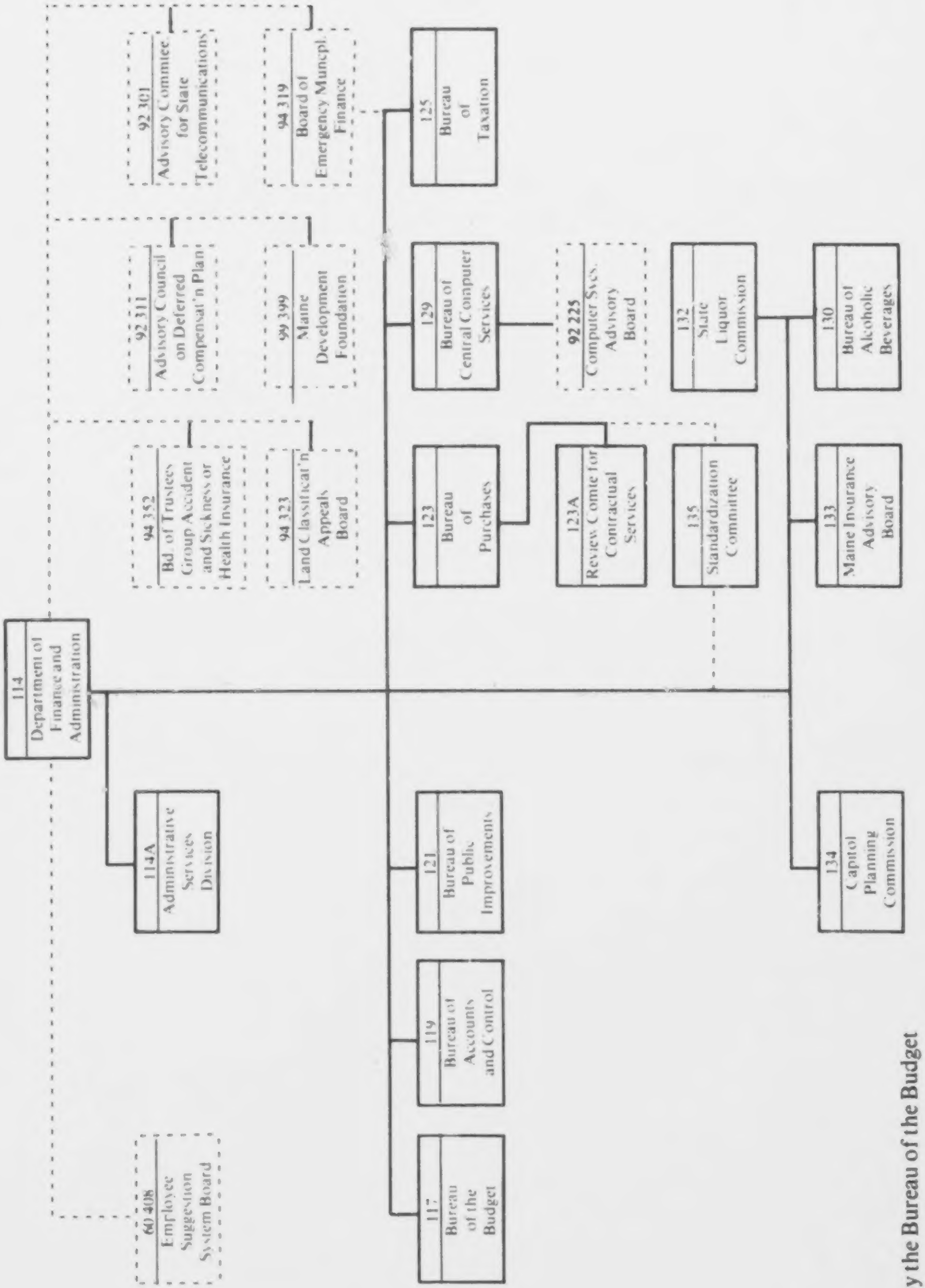
PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	72,215	72,215				
Health Benefits	2,273	2,273				
Retirement	14,243	14,243				
Other Fringe Benefits	330	330				
Other Contractual Service	37,815	37,815				
Commodities	240	240				
Grants—Subsidies—Pensions	15,000	15,000				
Equipment	50,000	50,000				
TOTAL EXPENDITURES	192,116	192,116				

DEPARTMENT OF FINANCE AND ADMINISTRATION
UMB 08


114
Department of Finance and Administration
114A
Administrative Services Division
60 408
Employee Suggestion System Board
117
Bureau of the Budget
119
Bureau of Accounts and Control
121
Bureau of Public Improvements
94 352
Bd. of Trustees Group Accident and Sickness or Health Insurance
94 323
Land Classificat'n Appeals Board
123
Bureau of Purchases
123A
Review Comte for Contractual Services
135
Standardization Committee
92 311
Advisory Council on Deferred Compensat'n Plan
99 399
Maine Development Foundation
129
Bureau of Central Computer Services
92 225
Computer Svcs. Advisory Board
92 301
Advisory Commtee for State Telecommunications
94 319
Board of Emergency Muncpl. Finance
125
Bureau of Taxation
134
Capitol Planning Commission
133
Maine Insurance Advisory Board
132
State Liquor Commission
130
Bureau of Alcoholic Beverages

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84 DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,914,171	7,755,764		305,691		5,852,716
Health Benefits	814,687	428,779		18,580		367,328
Retirement	2,194,654	1,239,602		44,182		910,870
Other Fringe Benefits	70,331	40,006		1,364		28,961
Computer Services—Comm	104,693					104,693
Computer Services—State	802,403	742,007				60,396
Other Contractual Service	4,624,170	2,455,400		184,495	5,000	1,979,275
Rents	2,987,879	23,338				2,964,541
Commodities	1,844,763	1,067,570		24,415		752,778
Grants—Subsidies—Pensions	8,404,725	6,671,681	1,551,059	28,586		153,399
Purchases of Land	600	600				
Buildings and Improvement	1,445,008	688,467				756,541
Equipment	103,562	100,832				2,730
Interest-Debt Retirement	1,689					1,689
Transfers to Other Funds	384,951			3,542		381,409
TOTAL EXPENDITURES	37,698,286	21,214,046	1,551,059	610,855	5,000	14,317,326

BUREAU OF ACCOUNTS AND CONTROL

SANDRA J. CROCKETT, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 60 *Legislative Count:* 65

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:
State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	888,519	888,519				
Health Benefits	50,710	50,710				
Retirement	142,297	142,297				
Other Fringe Benefits	4,410	4,410				
Computer Services—State	234,358	234,358				
Other Contractual Service	29,521	29,521				
Commodities	6,958	6,958				
Grants—Subsidies—Pensions	495	495				
Equipment	1,500	1,500				
TOTAL EXPENDITURES	1,358,768	1,358,768				

ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333
Established: July, 1977 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114-A; *Citation:* 5 M.R.S.A., Sect. 282
Average Count—All Positions: 14 *Legislative Count:* 16

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Public Improvements, Purchases, Taxation, Employees Health Insurance Program, Risk Management Division and State Claims Board. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

PROGRAM: New and expanded activities in the area of affirmative action and equal employment opportunities were continuing within the Department during the past year.

PUBLICATIONS:
Affirmative Action Plan—(Free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	244,233	244,233				
Health Benefits	11,606	11,606				
Retirement	42,291	42,291				
Other Fringe Benefits	1,229	1,229				
Computer Services—State	332	332				
Other Contractual Service	8,059	8,059				
Commodities	2,836	2,836				
Equipment	1,041	1,041				
TOTAL EXPENDITURES	311,627	311,627				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 283 *Legislative Count:* 271

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation has resulted in the conversions of 12 additional stores bringing the total to 54 self-service operations. The program will be continued within the limits of available funds.

The 107th Legislature enacted a measure which permits the Bureau to establish agency liquor stores. This makes it possible for agents in smaller towns where State stores are not established to sell liquor. There are now 64 agency locations authorized throughout the State.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

The 111th Legislature recently enacted a law that will, effective September 24, 1983, allow the Bureau of Alcoholic Beverages to accept major credit cards in all State Liquor Stores.

At the close of the fiscal year the Bureau transferred its warehouse operation to a bailment system which should result in substantial cost savings.

LICENSES, PERMITS, ETC.:
License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only

Class IV. Malt Beverages Only
Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
Permit:
Certificate of Approval for Wine, Beer
Alcohol
Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,698,670					3,698,670
Health Benefits	242,947					242,947
Retirement	570,367					570,367
Other Fringe Benefits	17,691					17,691
Computer Services—State	34,614					34,614
Other Contractual Service	775,525					775,525
Rents	468,163					468,163
Commodities	249,026					249,026
Grants—Subsidies—Pensions	129,756					129,756
Transfers to Other Funds	150,241					150,241
TOTAL EXPENDITURES	6,337,000					6,337,000

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER
RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	247,554	247,554				
Health Benefits	9,547	9,547				
Retirement	48,393	48,393				
Other Fringe Benefits	1,192	1,192				
Computer Services—State	32,229	32,229				
Other Contractual Service	17,116	17,116				
Commodities	755	755				
Equipment	343	343				
TOTAL EXPENDITURES	357,129	357,129				

CAPITOL PLANNING COMMISSION

VACANT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Capitol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. In 1981 the Commission membership expanded form 7 to 9 members. Since that time, the Commission has adopted new rules and regulations for the Capitol Planning Area.

LICENSES, PERMITS, ETC.:

Sign Permits for:
- Businesses
- Any building within Capitol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR
CARL S. WESTON III, DEPUTY DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 89 *Legislative Count:* 0
Organizational Units:
Computer Operations Division
Systems Software Division
Systems and Programming Division
Information and Research Center Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the acquisition of data processing equipment and services by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM:

Administration. Fiscal year 1984 again was very challenging. Central Computer Services continued to address the issue of making information more readily accessible. During the year over a hundred managers were attached to the electronic mail and electronic scheduling system. The system is capable of transmitting electronic mail to and from various State offices as well as allowing correspondence with the University and the Vocational Technical Institutes. The agency also began the process for acquiring inhouse computer output microfilm equipment along with efforts in the areas of standards, teleprocessing networks (issuance of a planning questionnaire), low cost modem alternatives, computer equipment evaluation and replacement, and personal computer evaluations.

Computer Operations Division. The primary objective of the Computer Operations Section is to provide responsive, efficient and professional services to those agencies requiring computer processing, media library, data entry, auxiliary, data communications or data control services. On-line, timesharing, batch and remove batch processing access is provided on a 24 hour per day, 7 day per week basis.

During FY 84 Computer Operations effectively increased CPU capacity by upgrading HONEYWELL dual DPS 8/52's for future software upgrade to GCOS-8 and have increased mass storage to 14 MSU0501 (1.2 billion characters each) disk units. During this past year, CCS has effectively tested and evaluated triple and quad DPS 8/49 CPU's from HONEYWELL and proved that their performance is not satisfactory to meet the present processing power of existing equipment. Hence the upgrade to newer model of dual DPS 8/52's. The IBM system was also upgraded to a 4381 with additional capacity to process increased work load requirements, a 3705 Controller was added and a 3299 concentrator. Data Communications facilities has continued to improve with the addition of test equipment and has provided the necessary expertise to the User Agencies and was instrumental in developing a MODEM RFP for the purpose of standardizing this field of equipment for the State of Maine.

During this past year, CCS has designed and is evaluating a new Tape Library Management System (ATLAS). Computer Output Microfiche RFP has been issued and bid opening concluded, the COM Committee will review the material submitted and issue a recommendation for the State of Maine to consider. This new facility service that CCS will provide, will offer the User Agencies a higher quality and more responsive turnaround of their requests.

Information and Resource Center Division. The Information and Resource Center Division (IRC) provides services to CCS's clients who feel a need to experience data processing first hand. The IRC staff strives to meet the variety of needs by providing access to 8 terminals which tie into CCS's Honeywell and IBM mainframes, 3 personal computers (an IBM XT, PHAZE, TRS80), a graphics terminal and printer and a word processor terminal and printer. This equipment enables interested persons to learn about computer graphics, personal computers, and statistics packages which are used on the mainframes. The IRC will also do data processing needs analysis for users. If the needs analysis finds a project beyond the capability of the IRC, the user is referred to the Systems and Programming Section of CCS.

The IRC has conducted equipment and software evaluation on Wang, VS and OIS products; Burroughs, Burroughs B20 series computers; Lee Data terminals and personal computers; PHAZE terminals and personal computers; VISICALC; MULTIPLAN; and ADRSII spreadsheets; WORDSTAR, Benchmark, Burroughs, Wang and IBM word processors.

To better serve the State of Maine, the IRC is assisting the Computer Services Advisory Board in writing MICRO computer standards to be used as a guide to State Agencies.

The IRC has continued to provide data processing and management training to State Agencies. Last year 177 training classes, in a wide range of subjects from electrical safety to microcomputers, were given to 635 students who represented 93 agencies. The IRC also assists CCS and other agencies in defining their training needs and to design appropriate staff development programs.

Systems and Programming Division. This unit provides consulting services to State agencies on a fee basis. During the fiscal period several development projects were in progress. Among these were the following: tape management system for Central Computer Services, financial management system for Education, management and data processing review of Retirement in conjunction with a private consultant, census retrieval and analysis systems for Labor, fuel tax system for Taxation, and the installation of a new personnel management system purchased from a third party for Personnel. Maintenance support was provided for many agencies. Among the more active accounts were Legislative for bill drafting, Alcoholic Beverages, Budget, MOICC, Human Services, Retirement, and Personnel.

Systems Software and Planning Division. This group is responsible for the generation and maintenance of the Honeywell and IBM operating system and telecommunications software, the installation and maintenance of third-party vendor software, for the maintenance and reporting of the Bureau's performance management and capacity planning systems, for the planning and installation of DP products, and for the development of any specialized programming techniques. During the fiscal period the hardware and software of both mainframes were upgraded in order to support new products and capabilities.

The IBM mainframe was upgraded to a Model 4381 with 16 Megabytes of memory, doubling the previous memory and almost doubling the CPU power. A second 3705 Communications Controller, making a total of three IBM front-ends, was installed to permit SNA networking. Also, most of the older generation 3350 disk drives were replaced by 3375 disk drives which offer better price/performance.

Software upgraded on the IBM included the VM operating system to Release 2, CICS to Release 1.6, SAS (Statistical Analysis System), and SIR (Scientific Information Retrieval). The SNA networking software was implemented and migration of the most heavily used telecommunications lines accomplished. However, the emphasis this past year was on installation of new, user products, some of which include PROFS (Professional Office System) which permits electronic mail and calendaring among other features, ADRS (A Department Reporting System) and SAS/FSCALC which permit spreadsheet and business graphics applications, UFO COBOL to aid in faster COBOL development for on-line systems, EASYTRIEVE PLUS which is an enhanced report writing package, and VMBACKUP and VMARCHIVE to provide enhanced and more reliable disk backups. Assistance was provided for the installation and tailoring of a new Personnel Department on-line system acquired from a company called MSA. A telecommunications link was established between CCS and the University of Maine at Orono thus permitting direct communication and resource sharing between the two computer centers. This overall growth forced us to add a second OS/VS1 operating system and to commence planning for migration to the MVS operating system which will better support the increased usage.

After extensive benchmark testing, a replacement for the Honeywell mainframe was selected bearing the same dual DPS 8/52 model number but enclosed in a smaller, more compact package that permits anticipated expansion within the previously used floorspace. Model 501 disk drives replaced some of the older 191 disk devices. A Datanet8 is in the process of being installed on the Honeywell in order to take advantage of their new DSA software capabilities, and a DPS 8/47 will soon be installed temporarily to aid in the migration from the GCOS3 to GCOS8 operating systems.

Honeywell software installed included DMIV-TP which is intended to serve as the future telecommunications executive software, TSM (Transaction Screen Manager) which is a companion product to TP and assists in mapping screens for on-line applications, TATS which can test TP transactions in a non-production environment, and TEX which is a powerful text editor and procedural language that runs under TSS.

PUBLICATIONS:

Protocol—Data Processing Monthly Newsletter

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,357,380					1,357,380
Health Benefits	69,468					69,468
Retirement	216,629					216,629
Other Fringe Benefits	7,401					7,401
Computer Services—Comm	104,693					104,693
Computer Services—State	150					150
Other Contractual Service	974,463					974,463
Rents	2,299,426					2,299,426
Commodities	416,415					416,415
Grants—Subsidies—Pensions	495					495
Transfers to Other Funds	70,290					70,290
TOTAL EXPENDITURES	5,516,810					5,516,810

STATE CLAIMS BOARD

JOANNE S. SATALOFF, CHAIRWOMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2861
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 08; *Unit:* 185; *Citation:* 23 M.R.S.A., Sect. 152
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearing, 247 cases during FY 84. There were 60 land damage cases which were settled prior to hearings. There were 122 cases heard before the Board, 99 of the cases were land damage cases, 23 cases were outdoor advertising signs, and there were 65 cases that were continued. There were also 103 additional cases that were received but settled and, therefore, hearings were not required. These consisted of 83 land damage cases, 18 outdoor advertising signs and 2 state claims.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,663			68,663		
Health Benefits	2,561			2,561		
Retirement	7,300			7,300		
Other Fringe Benefits	206			206		
Other Contractual Service	18,555			18,555		
Commodities	395			395		
Grants—Subsidies—Pensions	20,702			20,702		
Transfers to Other Funds	3,542			3,542		
TOTAL EXPENDITURES	121,924			121,924		

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
CHARLES MILAN III, COMMISSIONER
PAUL R. BONNEAU, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1934 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

LEIGHTON COONEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 162 *Legislative Count:* 174

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created

Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilities for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982 a Lease Space coordinator and a Telecommunications coordinator were added to the staff.

In 1979, the Legislature charged the Bureau with rulemaking responsibilities for the procurement of Architectural & Engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the Legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the Legislature authorized for public referendum and the voters approved an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The planning, design, review and construction monitoring staffs serviced approximately $88 million worth of public improvements during the past year. This has consisted of 25 public schools constructed worth $14,500,000, plus the programming and planning for 47 unconstructed school projects valued at approximately $68,900,000: capital construction projects on 193 State projects worth $2,432,682; the design and construction monitoring of 65 energy retrofit projects on State-owned buildings worth $829,825 and reimbursement of $1.5 million tp public schools from (150) Phase III Energy Retrofit Projects.

The Division's Energy Conservation and Management Program staff has and will continue to review plans and specifications of new buildings for compliance with life cycle costing. For 84-85 the Division will coordinate the design and construction of $1,000,000 of energy projects in State buildings. This program has been funded by 3 bond issues in the total amount of $17 million; $10 million for schools and $7 million for State buildings. To date approximately $8.5 million has been expended on school retrofit and $4.5 million has been expended on State buildings.

This Division has begun giving oversight and review to the design of handicapped renovations at all the State's Superior Court facilities. The State's share of funding these projects is $750,000.

Property Management Division. The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days a week for the State telephone system. It oversees the operation and maintenance of 1,469 assigned telephone lines and 3,851 telephones.

We have remodeled the House Majority Office, Legislative Research, Legislative Finance and the Post Office areas. We constructed a new Document Room, and new Legislative Administrative Directors Office and ran approximately five miles of Coax Cable through the State House for new computer terminals.

We also constructed the new "Cooney Island" area by the South entrance to the office building.

We have helped with major renovations to "Old Max" at AMHI and 187 State Street.

We have a new roof and new pad mount transformer for the Education Building.

Leased Space and Telecommunications. The Lease Space Program is continuing to develop. Four agencies in the Bangor area were relocated into a centralized governmental center in recently renovated space at the Bangor Mental Health Institute.

A legislative mandate has been given to consolidate state field offices in the Lewiston area with a single center utilizing the old Sears and Penny's buildings on Main Street.

Requested funding for similar consolidation of State offices in Portland has not been seriously considered to date.

Many individual leases must be renegotiated and relocated due primarily to the handicapped accessibility laws. New court facilities in Skowhegan and Brunswick are typical examples. New leased quarters are under construction for Labor in Waterville and Human Services in Rockland.

Costs are continuing to escalate, with new lease costs approaching ten dollars per square foot with all applicable items included. There appears to be a continuing need for additional lease space throughout the State.

Telecommunications continue to be a guessing game as the effects of divestiture and the rulings by Judge Green continue to influence the market place.

Recent directions taken to stabilize costs for the immediate future has led to the utilization of New England Telephone CENTREX units in Portland, Lewiston and Augusta. Although similar action was considered for Bangor, recent decisions to purchase one or more electronic PABX's for various Bangor offices appear to be an economical choice.

Studies by consultants on the feasibility of a statewide network are due to be completed by mid 1984, with resulting requests for information on design and implementation being reviewed and assessed for presentation to the 1985 legislative session.

Specific new telecommunication switches continue to be bid, approved and installed. In all instances where systems have been purchased, lease purchase agreements have been competitively selected from Maine banking institutions whenever possible.

Recent legislative decisions to create another governmental funding account for telecommunications is currently being initiated and staffing problems are being addressed.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $264,787,041. During the year this division audited and accounted for $31,373,673 additions and $8,752,373 retirements to the Capital Equipment Accounts and Plant Reports were prepared showing additions of $11,177,989 and retirements of $1,588,120 to the Land, Building and Structures and Improvement Accounts. The 1984 year closed with a cost valuation for Plant and Equipment of $296,998,210.

LICENSES, PERMITS, ETC.:

Parking Permits for:
- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

PUBLICATIONS:

Rules and Regulations—Capitol Planning Commission—n/c
Life Cycle Analyses—n/c

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,693,547	2,456,519		237,028		
Health Benefits	166,287	150,268		16,019		
Retirement	422,675	385,793		36,882		
Other Fringe Benefits	15,506	14,348		1,158		
Computer Services—State	2,879	2,879				
Other Contractual Service	1,318,482	1,138,001		165,940	5,000	9,541
Rents	1,255	1,255				
Commodities	1,034,382	1,010,362		24,020		
Grants—Subsidies—Pensions	31,583	23,699		7,884		
Purchases of Land	600	600				
Buildings and Improvement	1,445,008	688,467				756,541
Equipment	24,798	24,798				
TOTAL EXPENDITURES	7,157,002	5,896,989		488,931	5,000	766,082

BUREAU OF PURCHASES

STUART SABEAN, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Citation:* MRSA Title 5 Chapters 13 and 155

Average Count—All Positions: 77 *Legislative Count:* 19

Organizational Units:

- Purchasing Division
- Central Printing
- Surplus Division—State and Federal
- Materials Testing
- Review Committee for Contractual Services
- Central Mail Service
- Central Warehouse
- Central Photo Laboratory
- Central Convenience Copiers
- Standardization Committee
- Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Central Printing; State mail service; and both State and Federal surplus programs.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).
Salary Schedule (Price $7 .50.
Personnel Rules (Price $2.37).
State House Station Directory—Free at present time.
Equal Employment Opportunity (Price $4.00)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,090,888	301,881				789,007
Health Benefits	67,576	13,122				54,454
Retirement	171,072	48,390				122,682
Other Fringe Benefits	5,345	1,476				3,869
Computer Services—State	50,632	25,000				25,632
Other Contractual Service	144,478	32,380				112,098
Rents	196,952					196,952
Commodities	86,589	4,172				82,417
Grants—Subsidies—Pensions	23,148					23,148
Interest—Debt Retirement	1,689					1,689
Transfers to Other Funds	160,878					160,878
TOTAL EXPENDITURES	1,999,247	426,421				1,572,826

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

STUART SABEAN, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1973 Exec. Order 20

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 750 contracts and contract amendments involving a total expenditure of nearly $18,000,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, ACTING DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 422 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Finance and Administration such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make a comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consisted of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment and loss prevention expenses, as recommended by the Director and approved by the Commissioner of Finance and Administration, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division:

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/83 - 7/1/84
Insured Amount: $901,249,218
Annual Premium: $60,420
Self-Retention: $500,000
Claims Incurred: $48,653.59

BOILER INSURANCE

Company: Travelers
Agency: The Dunlap Agency
Term: 7/1/83 - 7/1/84
Annual Premium: $25,032.00
Deductible: $5,000
Claims Incurred: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/83 - 9/8/84
Limits: $300,000 per occurrence
Premium: $186,985/Deductible: $5,000
Number of Units: 4,112
Claims Reported from 7/1/83-84: 455
Claims Incurred from 7/1/83-84: $133,606.57

STATE AIRCRAFT FLEET INSURANCE

Company: Imperial Casualty & Indemnity
Agency: Aviation Underwriting Specialist
Term: 8/6/83 - 8/6/84
Limits: Various — Hull & Liability
Premium: $36,727
Number of Aircraft: 24
Claims Incurred: None

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlap Agency
Term: 7/9/83 - 7/9/84
Coverage: Employee fidelity, money and securities and food stamps
Number of Employees: 15,812
Premium: $49,466
Losses Incurred: $44,696

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1983:	$4,866,065.24
Net Premiums Deposited:	230,311.89
Investment Income:	425,230.23
Claims Paid & Incurred:	(140,164.48)
Adjusting Expenses:	(6,758.37)
Loss Prevention Expenses:	(21,323.98)
Balance June 30, 1984:	$5,353,360.53

OCEAN MARINE/BOAT INSURANCE

Company: Insurance Company of North America
Agency: W. C. Ladd & Sons, Inc., Rockland
Term: 7/1/83-7/1/84
Premium: $153,938
Claims Incurred: $11,709

POLICE PROFESSIONAL LIABILITY

Company: New England Reinsurance Corporation
Agency: Desmond & Payne, Inc., Falmouth
Term: 7/26/83-7/26/84
Premium: $36,404
Claims Incurred: Undetermined

LIABILITY (OWNERS, LANDLORDS & TENANTS) INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: Dunlap Agency, Auburn
Term: 9/13/83-9/13/84
Premium: $16,411
Claims Incurred: None

Most of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Director and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; Inland Marine for University of Maine; and Department of Educational and Cultural Services, and vocational technical schools and other agencies. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

PUBLICATIONS:

Available on location—for review 8 a.m. to 4 p.m.
State of Maine Insurance Values Compilation FY 1985.
Internal Safety and Evacuation Plan, July 1983.
Pineland Center's Employee Safety Handbook.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,477	57,818				7,659
Health Benefits	3,381	2,922				459
Retirement	11,048	9,856				1,192
Other Fringe Benefits	284	284				
Computer Services—State	46	46				
Other Contractual Service	193,698	86,050				107,648
Commodities	5,811	891				4,920
Equipment	2,730					2,730
TOTAL EXPENDITURES	282,475	157,867				124,608

STANDARDIZATION COMMITTEE

STUART SABEAN, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1984: 5 MRSA Sect 1814 provides that expenditures of this unit, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 199 *Legislative Count:* 219

Organizational Units:
State Tax Division
Audit and Enforcement Division
Operations Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, and Audit and Enforcement Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1984 was $315,547,476. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $7,481,173 for the fiscal year ending June 30, 1984.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $698,777 for the fiscal year ending June 30, 1984.

Inheritance Tax Section: Revenue for the fiscal year ending June 30, 1984 totaled $13,271,292.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1984 were: Gasoline, Use Fuel and Motor Carrier Taxes—$82,173,234. Business, Special Industry and Cigarette Taxes—$73,109,308 and Aeronautical Gas Tax—$261,561.

Income Tax Section: Net assessment corporate income tax for the fiscal year ending June 30, 1984 was $52,152,054. Net assessments for the individual income tax for same period was $262,072,459.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 17,850 elderly low cost drug cards being issued for the year ending June 30, 1984. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

Year Ending June 30:	1983	1984
Number of applications filed	24,537	23,784
Number of applications approved	22,337	21,018
Total refunds	$6,030,252	$5,752,544
Average refund	$ 270	$ 274

The State Tax Division is also responsible for administrative support functions of a technical nature. These include coordination of the Bureau's legislative involvement, administrative studies and monitoring compliance requirements with federal programs. A general fund revenue forecasting model is maintained as well as statistical analyses of certain state taxes.

Audit and Enforcement Division. This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1984:

	Number of Assessments	*Assessments*
Individual	9,134	$1,902,403
Corporate	294	452,527
Total	9,428	$2,354,930

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases on nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1984, Grand Jury criminal indictments have been rendered against 6 individuals, also 16 additional cases were taken to District Court for failure to file returns.

All of the Grand Jury cases were successfully prosecuted and remaining cases are pending trials.

Audit Section. The Audit Section coordinates field audits for sales, income and motor fuel taxes.

Audit statistics for fiscal year ending June 30, 1984

In-state Tax Assessments	$5,165,816
Out-of-state Tax Assessments	1,583,917
Miscellaneous Assessments	386,022
	$7,135,755

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

The Business Services Section provides mail processing, revenue accounting and data entry services. The Computer Services Section operates and controls the Bureau's computerized systems. Continued emphasis on the efficient use of computer systems has resulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes.

Property Tax Section. The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 84. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 1,610,995 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Section completed field studies of the 494 cities, towns and plantations for the 1984 and 1985 State Valuation Programs using the computerized sales ratio program developed in 1976. Field staff personnel performed approximately 2,000 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 26 appraisals of large industrial/commercial complexes throughout the State.

The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 15 courses were presented throughout the State in 10 locations with total attendance of 150 student assessors. The Annual Assessor's School was moved to the University of Maine at Orono. One hundred ninety-seven Maine assessors enrolled in the five basic courses, review courses, and advanced courses. Certification examinations were offered on four occasions at various locations to a total of 54 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techniques. The assistance was provided by telephone and by visitations to the municipalities by Section personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws.

The Property Tax Section oversaw what has become almost total compliance of the minimum assessment standards during 1982 and 1983 pursuant to Title 36, M.R.S.A., section 327.

The Section maintained and updated a number of its Property Tax Bulletins, and has formulated plans for updating the cost schedules in the State of Maine Assessment Manual.

Rules were administered through the Administrative Procedures Act to detail and define statutory requirements relative to assessor training and certification. The Section has implemented these rules and has instituted an ongoing review of all certified assessors to ensure compliance with recertification requirements.

For FY 84, the Section was also responsible for determining eligibility amounts and drafting payment authorizations for State reimbursements to municipalities as follows:

Forest Fire Reimbursement	$177,770.18
Tree Growth Reimbursement	$506,288.19
Veterans Reimbursement	$197,719.67
Total	$881,788.04

Section tax revenues for the fiscal year are as follows:

Property Tax Section

	1983-1984
Unorganized Territory	
Real Estate Tax	$ 5,776,568.52
Personal Property Tax	110,511.48
Spruce Budworm Tax	4,666,799.03
Interest on Tax	46,267.25
State-wide Real Estate Transfer Tax	1,399,543.62
Forest Fire Suppression Tax	3,266,622.32
Commercial Fishing Vessel Excise Tax	183,595.80
Total	$15,449,908.02

LICENSES, PERMITS, ETC.:

- Blueberry: Annual license—Processor and/or Shipper.
- Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
- Milk Tax: Permanent Certificate—Shipper.
- Potato Tax: Permanent Certificate—Shipper.
- Sardine Tax: Permanent Certificate—Packer.
- Use Fuel:
  - Use Fuel Tax License—Permanent.
  - Use Fuel Dealers License—Permanent.
- Gasoline:
  - Distributors Certificate—Permanent.
  - Exporters Certificate—Permanent.
  - Importers Certificate—Permanent.
- Lubrication Oils:
  - Distributors Certificate—Permanent.
- Cigarettes:
  - Distributors Annual Cigarette License.
  - Wholesale Dealers Annual Cigarette License.
  - Nonresident Distributors Annual Cigarette Licenses.
- Sales and Use Tax Registration.
- Certified Maine Assessor Certificate
- Certified Assessment Technician Certificate

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	3,487,025	3,487,025				
Health Benefits	188,331	188,331				
Retirement	548,339	548,339				
Other Fringe Benefits	16,737	16,737				
Computer Services—State	447,163	447,163				
Other Contractual Service	1,106,458	1,106,458				
Rents	22,083	22,083				
Commodities	41,356	41,356				
Grants—Subsidies—Pensions	8,183,546	6,632,487	1,551,059			
Equipment	23,150	23,150				
TOTAL EXPENDITURES	14,064,188	12,513,129	1,551,059			

FINANCE AUTHORITY OF MAINE

ROBERT E. BALDACCI, JR., CHAIRMAN
LESLIE E. STEVENS, Acting Chief Executive Officer

Central Office: 83 Western Ave., Augusta;
Mail Address: P.O. Box 949, Augusta, Maine 04330 *Telephone:* 289-3095
Established: 1983
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 457; *Citation:* 10 M.R.S A., Sect. 961
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: In creating FAME, the Legislature noted there is a "state-wide need" for greater employment opportunities, an improved economy, a more healthy environment, greater investment capital, and a betterment of living standards for the State's inhabitants. Accordingly, the legislation calls for FAME to help "finance expansion of industrial, manufacturing, recreational, fishing, agricultural, and other natural resource based enterprises;" and to increase the access of small business and veterans to financing at reasonable rates and terms.

ORGANIZATION: The first regular session of the 111th Legislature created the Finance Authority of Maine (FAME); it came into existence in September, 1983. FAME incorporates three former state loan agencies and adds an entirely new dimension of state financial assistance, that of natural resource loans. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans Small Business Loan Authority. FAME received limited appropriations in the amount of $140,000 for business and natural resource development. FAME is established to become a self-supporting agency that receives its operating funds from mortgage insurance fees and service and applications fees charged in connection with the issuance of industrial revenue bonds and loan guarantees.

Fame shall consist of twelve voting members and one non-voting member as follows:
—two veterans from the maine Veterans Small Business Loan Board
—two members from the Natural Resources Financing & Marketing Board
—one certified Public Accountant
—one attorney
—three members-at-large
—three state members to include the Director of the Stae Development Office, a natural resource commissioner, and the state treasurer (ex officio)

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over State Government and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed to supervise and direct its administrative and technical activities.

As organized, FAME consists of two broad divisions—Business Development and Finance (incorporating the three former agencies) and Natural Resources Financing and Marketing.

PROGRAM:

Business Development Division. This division contains four basic programs which utilize one or a combination of the following financing mechanisms:

1. FAME can guarantee loans;
2. FAME is empowered to sell tax-exempt Industrial Development Bonds to provide low interest loans. In some instances FAME can guarantee bonds; and
3. FAME is empowered to approve the issuance of municipal tax-exempt bonds.

These programs are outlined below:

1. **Mortgage Insurance Program.** Under this program, FAME can issue up to 90% of the mortgage payments on an eligible project. For industrial, manufacturing, fishing, or agricultural projects the insured loan may not exceed $7 million. For recreational projects, the insured loan may not exceed $2.5 million.
2. **Revenue Obligation Securities Program.** This program allows FAME to sell tax-exempt Industrial Development Bonds to provide financing at below market interest rates for uses permitted by federal tax laws. Generally, the types of eligible projects can be classified as industrial-commercial, pollution control, water supply systems, multi-level parking, energy generation, energy distribution, and reconstruction of existing buildings.
3. **Municipal Securities Approval Program.** This program is similar to the Revenue Obligation Securities Program except that a municipality rather than FAME issues the bonds. FAME must approve the issuance of the bonds.
4. **Small Business and Veterans' Small Business Programs.** In both programs, FAME can guarantee business loans made by financial institutions. For small business loans, FAME can guarantee up to 85% of loans up to $100,000. The Veterans' program provides an 80% guarantee. Veterans can secure up to $200,000 by using both programs, with up to an 85% guarantee on the first $100,000 and an 80% guarantee on the second $100,000.

Natural Resource Division. The Legislature created this division and directed FAME to help provide financing in this area, recognizing the importance of agriculture, fishing, forestry, and other natural resource based enterprises to Maine's economy. The goal is to make capital more readily available and at an affordable rate to this sector of the economy. FAME can assist natural resource enterprises by guaranteeing loans or by selling tax-exempt bonds. In addition, FAME is developing uinique programs for natural resource enterprises, including financial and technical assistance to entrants. One of these program goals, the Natural Resource Entrants Program, is scheduled to come on line in Fall 1984.

ACTIVITIES:

The Authority accomplished much since its inception, September 23, 1983 and the year end, June 30, 1984. These accomplishments include:

—The approval of 47 loans to Maine businesses.

—The approval of 18 loans targeted to Maine's small businesses.

—The approval of $45,683,434 in total financing.

—Support for the creation and retention of 3,513 jobs for Maine people.

These accomplishments take on added significance because the majority of the Authority's staff were not hired until the winter of 1983/84 and the only program tools utilized to achieve this success were the previously existing Small Business, Veterans, Municipal IDB, and FAME IDB programs.

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1984.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 83 included the annual Commission meeting at Lebanon, New Hampshire, and the annual training session at Concord, New Hampshire. The theme of this session was "Fire Prevention...Tools for The Preventer."

The equipment committee met in Massachusetts this year. Their agenda included equipment standards inventory, demonstrations and training.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $4,222 in FY 84 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

STEPHEN WILLIS, CONSULTANT

Central Office: Education Bldg., Augusta *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1959 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20 M.R.S.A., Sect. 2552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firemen's Training Program is to consult and advise him in carrying out the administration of section 2551.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: One municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: Advisory Committee met twice during FY 84. Committee developed strategies to insure solid financial foundation for Fire Service Training program and counseled FST administrators on implementation of aspects of the five-year plan for fire education and training in Maine.

PUBLICATIONS:

1. Automotive Fire Apparatus Procurement Guide—Free.
2. Fire Ground Hydraulics (Basic)—Free.
3. Fire Ground Hydraulics (Advanced)—Free.
4. Maine's Fire Chiefs Directory—Free.
5. A Five-Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free
6. Maine Fire Education and Training Catalog—Free

FINANCES, FISCAL YEAR 1984: Expenditures of $479.00 in FY 84 were included with those of the Department of Educational and Cultural Services.

FOREST FIRE ADVISORY COUNCIL

EARLE BESSEY, III, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 456; *Citation:* 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviewed the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association. One member is a municipal official. Four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State and 2 represent landowners in the unorganized portion of the State. One member represents a forest related tourist industry and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, chapter 366.

PROGRAM: During 1984 the Council spent all its time working on the Forest Fire Suppression Tax. This resulted in a report to the second session of the 111th Legislature which contained their recommendations for changing the tax.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: 165 Dover Pt. Road, Dover, N.H.; *Telephone:* 603-742-9432
Mail Address: 165 Dover Pt. Road, Dover, N.H. 03820

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged. Recent issues include $5,780,000 Colby College, $9,330,000 Kennebec Valley Medical Center, $4,870,000 Bowdoin College.

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

WILLIAM H. TONER, JR., DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101
Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM:

Library. The Maine Historical Society Library, containing more than 60,000 imprints and approximately 1.7 million historical manuscripts, is the State's foremost collection for the study of State and local history, biography, family history, and business history. The manuscript collections comprise original maps and surveys, early proprietary and town records, and the personal papers of many of Maine's most prominent civic and business leaders. In addition, the library houses the largest and most distinguished collection of architectural drawings available for research in a Maine library, as well as engineering drawings from the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock. In FY 83 the library acquired a large collection of the records of the predecessor roads of the Maine Central Railroad. The John H. S. Fogg Autograph Collection is one of the finest autograph collections in an American library. These extensive historical collections are accessible to all serious students of Maine and national history, and during FY 84 library users at the Maine Historical Society totaled 4,198, not including more than 1,000 research inquiries answered by telephone or correspondence.

Museum Collections. In addition to its fine research library, the Society has an outstanding collection of art and artifacts that reflect the history of the State of Maine. The collection consists of over 150 Maine-related paintings, as well as furniture, glassware, pewter, samplers, costumes, military and naval artifacts. Although the Society's exhibition facilities are very limited, objects from the museum collection are shown periodically in the library's reading rooms. To show its collections to a wider public, the Maine Historical Society frequently lends museum objects to exhibitions at other Maine museums and historical societies and occasionally to institutions out-of-state. During FY 84, the Society made exhibition loans to the Maine

State Museum and Blaine House in Augusta, the Brick Store Museum in Kennebunk, and the Portland Museum of Art. The Society also lent numerous objects to the *Maine Humanities Council* sponsored travelling exhibition *MAINE AT STATEHOOOD,* which was shown in Saco, Bangor, Brunswick, and Portland.

During FY 84 the Society continued to pursue a long-term program of conservation treatment for significant works of art in the collection, a program made possible by the institution's recent capital fund-drive. Among the works of art restored this year were paintings of the steamships *State of Maine* and *Portland* by artist Antonio Jacobsen. As a member institution of the Williamstown Regional Art Conservation Laboratory consortium, since 1979 the Maine Historical Society has completed conservation treatment for seventeen works of art associated with the Maine history.

Wadsworth-Longfellow House. Portland's historic Wadsworth-Longfellow House, the childhood home of poet Henry Wadsworth Longfellow, constitutes the Society's most important museum program. More than 7,200 visitors toured the historic Maine home during FY 84, and many of the House visitors were students from area schools whose classes were encouraged to schedule visits without charge for this educational service. To provide even greater service to area educators, the Society initiated in FY 84 a program of school tours in May and October, months when in previous years the Wadsworth-Longfellow House had been closed to visitors. During the fall of 1984, the school tour program will be expanded and developed further to benefit Maine schoolchildren.

In December 1983, the Society presented a special holiday opening of the Wadsworth-Longfellow House, decorating the home to represent a 19th-century Christmas. During the winter three-day event, more than 350 people attended.

Other Educational Programs. Lectures presented by the Society in FY 84 included a program about the Maine State Museum exhibition of Maine painted furniture, presented by State Museum curator Edwin A. Churchill, and a program on the influence of Longfellow's poetry on the visual arts, presented by art historian Cindy Nickerson. Mr. Churchill's lecture was followed by a Society-sponsored bus-trip to the Maine State Museum in March 1984.

Finances and Fund-Raising. In FY 84, the Maine Historical Society completed its thrid consecutive fiscal year without an operating deficit, the result of new and more vigorous fund-raising programs. In February 1984 the goal of the Society's *Maine Heritage Fund* capital campaign, begun in 1979 and subsequently supported by a *National Endowment for the Humanities Challenge Grant,* was achieved. The five-year fund-drive raised $500,000 from non-Federal contributions and $166,666 in NEH Federal matching grant funds to improve the Society's endowment, repair and restore the Wadsworth-Longfellow House and the library building, upgrade staff positions and salaries, and pursue collections conservation needs. Although operating expenses increase annually, the campaign just completed has placed the institution in more stable financial condition.

While working to complete the capital drive, the Society simultaneously raised an additional $34,000 through its second *Annual Giving* drive, a new program designed to maintain balanced operating budgets. More than 700 members and friends made generous contributions to the 1983-84 *Annual Giving* program.

PUBLICATIONS:

Publishing recent studies and research in the field of Maine history continues to be one of the Society's significant functions, and the *Maine Historical Society Quarterly* is the only scholarly publication devoted exclusively to the subject of Maine history. During the past year the following scholarly articles were published in the *Quarterly:* "The Maine Campaign for Direct Democracy, 1902-1908," by Rod Farmer; "The Antislavery Agency System in Maine, 1836-1838," by John L. Myers; "Maine Folklore and the Folklore of Maine: Some Reflections on the Maine Character and Downeast Humor," by Edward D. Ives; "Samuel Spring Gardiner—A Maine Parson in Alabama," by Michael J. Daniel. (Mr. Daniel's article was awarded the Society's annual James Phinney Baxter Prize.)

Previous Maine Historical Society publications which are still in print include:

Hayden L. V. Anderson, *Canas and Inland Waterways of Maine.*

Ronald F. Banks, *Maine Becomes a State.*

Robert E. Moody, ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.*

Gerald D. Morris and Richard D. Kelly, Jr., eds. *The Maine Bicentennial Atlas.*

(For current prices on these volumes, contact the Maine Historical Society.)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	24,960	24,960				
TOTAL EXPENDITURES	24,960	24,960				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330

Established: October 1977 *Sunset Review:* Not Established

Reference: Policy Area: 04; Umbrella: 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0 *Legislative Count:* 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 338
1-800-442-2092, Ext. 338
Gilda E. Nardone, Director

PROGRAM: By enacting the amended version of L.D. 644 (Public Law 1981, Chapter 515), the 110th Legislature mandated the Department of Labor, in collaboration with the Displaced Homemakers Project, to expand direct services for displaced homemakers in Maine. A statewide Displaced Homemakers Advisory Council was appointed by the Governor to advise the Commissioner of the Department of Labor on program development.

The Displaced Homemakers Program is a community-based multi-service program designed to provide outreach, career and job counseling, information and referral, pre-vocational training, placement, and other supportive services for economically dependent homemakers in Maine re-entering the job market due to separation, divorce, death or disability of a spouse. The goals of this Program are:

I. To provide overall Program development, administration and staff training;

II. To provide public information about and advocate for displaced homemakers in Maine;

III. To coordinate and expand the network of individuals, agencies, and organizations aware of and offering services to this target audience;

IV. To provide displaced homemakers with personal assessment career decision making, and job readiness skills and resources which will assist them in building self confidence and moving towards emotional, intellectual, and economic self sufficiency;

V. To assist displaced homemakers in entering employment or further education/training and provide follow up support.

HOMEMAKERS ADVISORY COUNCIL

Through Department of Labor funding in FY 84, direct services to displaced homemakers were continued and expanded in the communities of Bangor, Lewiston/Auburn, Bath/Rockland and Portland through comprehensive Pre-Vocational Training Programs, workshops, and courses, individual assistance and support groups. Technical assistance and staff training was provided to nine other state and community agencies in program design and implementation; several activities for displaced homemakers, adult learners, unemployed and older workers, and WEET registrants were offered in collaboration with other state and community programs; public information about displaced homemakers was disseminated through workshops and presentations to organizations and various forms of Maine media; and information and referral was provided through a toll-free 800 line. Over 926 displaced homemakers received a range of services through legislative (DOL) funding in FY 84.

Significant activities during the fiscal year included a two-day Regional Conference held in Maine in June with over 225 displaced homemakers, service providers, and other advocates from all of the New England states; workshops on starting a small business; pre-vocational training for women enrolled in the Telephone Interconnect Installer Skills Training Program through Cumberland County Training Resource Center; administration and implementation of the New Beginnings/TOPS Program in Portland; and the beginning of a long-range (five-year) program planning process with Advisory Council members and staff. In addition, the Director and Associate Director were selected as Regional Leaders (New England and New York) for the Women's Work Force Network of Wider Opportunities for Women, a network which links independent women's employment and training programs throughout the country.

PUBLICATIONS: Various resource materials relating to displaced homemakers are available from the Program free of charge.

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program
University of Maine at Augusta

BUDGET EXPENDITURES FY 84
DEPARTMENT OF LABOR CONTRACT

Base Budget	$94,624		
PERSONNEL			
Salaries		$63,413	
Benefits		12,077	
Professional and Clerical Support Services		2,195	
			$77,685
SUPPLIES AND MATERIALS			
Office Supplies		1,055	
Training Materials		784	
			1,839
COMMUNICATIONS			
Telephone		2,593	
Postage		710	
Photocopying		1,083	
Audio Visual		73	
			4,459
SPACE RENTAL			645
TRAVEL			2,987
Total Direct Costs			$87,615
Indirect Costs @ 8%			7,009
Total Budget Expenditures			$94,624

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

ANNE PRINGLE, PRESIDENT
DONALD PETERS, Vice-President

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta
Telephone: 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969
Sunset Review Required by: June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602
Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board has been meeting quarterly. The Board was very active in the formulation of the Governor's Housing Opportunities for Maine (HOME) Program It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

KATHLEEN A. BOLAND, DIRECTOR

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta
Telephone: 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969
Sunset Review Required by: June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A
Average Count—All Positions: 60
Legislative Count: 0

Organizational Units:
Executive
Operations
Government and Public Affairs
Legal
Accounting & Administration
Treasurer

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 84, it continued its position as one of the state's largest financial institutions. By year-end 1983, the Authority had assets of $470,420,914, and fund balances of $37,817,331.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1983 received from the Federal Government $25,705,819 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of 1983 the Authority had 4,565 such units occupied, in 163 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the federal government.

The Authority has implemented the Housing Opportunities for Maine (HOME) Program. This program combines a state general fund appropriation to be used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, and homeless shelters. As of year end 1983, the Legislature had appropriated 6.25 million dollars to the HOME fund.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1983 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1984 Series A, twenty total issues).

"Maine Housing"; Newsletter

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 10 *Legislative Count:* 6

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, folor, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates, the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 83-84, 473 new complaints were filed with the Maine Human Rights Commission. In addition, 260 complaints were carried over from the previous fiscal year. During fiscal year '84, the Commission closed 437 cases, leaving a total of 296 cases active at year end.

Of the 437 cases closed by the Commission, 188 resulted in pre-determination settlements; 91 were administratively dismissed; and, 156 resulted in Commission determinations. Of these determinations, 25 were reasonable grounds findings and 131 were no reasonable grounds findings. Perhaps the most significant statistic was that in almost 43% of the cases closed by the Commission, they were closed as a result of pre-determination settlements. Coupled with this increased effort to resolve cases prior to a finding, complainants received over $374,752.02 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year '84 for employers in Maine.

Litigation. The Commission is represented by the Atorney General of the State of Maine and by the Commission's Counsel for cases against private sector Respondents. The Commission's Cunsel represents the Commission against public sector Respondents. Seven cases were referred to the Attorney General's office for litigation and 2 were filed in Superior Court on behalf of the Commission during fiscal year 83-84.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars for various public and private agencies, businesses, and organizations. Handbooks and guides for employers and employees have been developed.

The Commission is nearing completion of a two-year project to inform and educate real estate brokers and landlords of their responsibilities under State and Federal Fair Housing statutes. The Commission, together with the Center for Real Estate Education, University of Southern Maine and the Maine Public Broadcasting Network produced a 3 hour continuing education course for Real Estate Brokers in May 1984 as part of this project.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship of Respondents of duplicative investigation. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Teachers Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

- Procedural Regulations
- Employment Regulations
- Employment Poster
- Pre-Employment Inquiry Brochure
- Fact-Finding Conference Brochure
- Housing Poster
- Fair Housing Brochure
- Child Discrimination Law & Registration Packet
- Pregnancy Brochure
- Affirmative Action—Who Needs It? Brochure
- Sexual Harassment Brochure

FINANCES, FISCAL YEAR 1984: The followig financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	202,551	120,205			82,346	
Health Benefits	9,353	5,158			4,195	
Retirement	33,333	19,849			13,484	
Other Fringe Benefits	1,001	574			427	
Other Contractual Service	66,512	44,523			21,989	
Commodities	3,076	3,076				
Transfers to Other Funds	6,020				6,020	
TOTAL EXPENDITURES	321,846	193,385			128 461	

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1
Average Count-All Positions: 1,831 *Legislative Count:* 619
Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Maine's Elderly
Bureau of Medical Services
Office of Administration
Office of Pubic Affairs
and Communications
Division of Legal Services
Office of Alcohol and Drug
Abuse Prevention
Office of Administrative Hearings

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION: The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

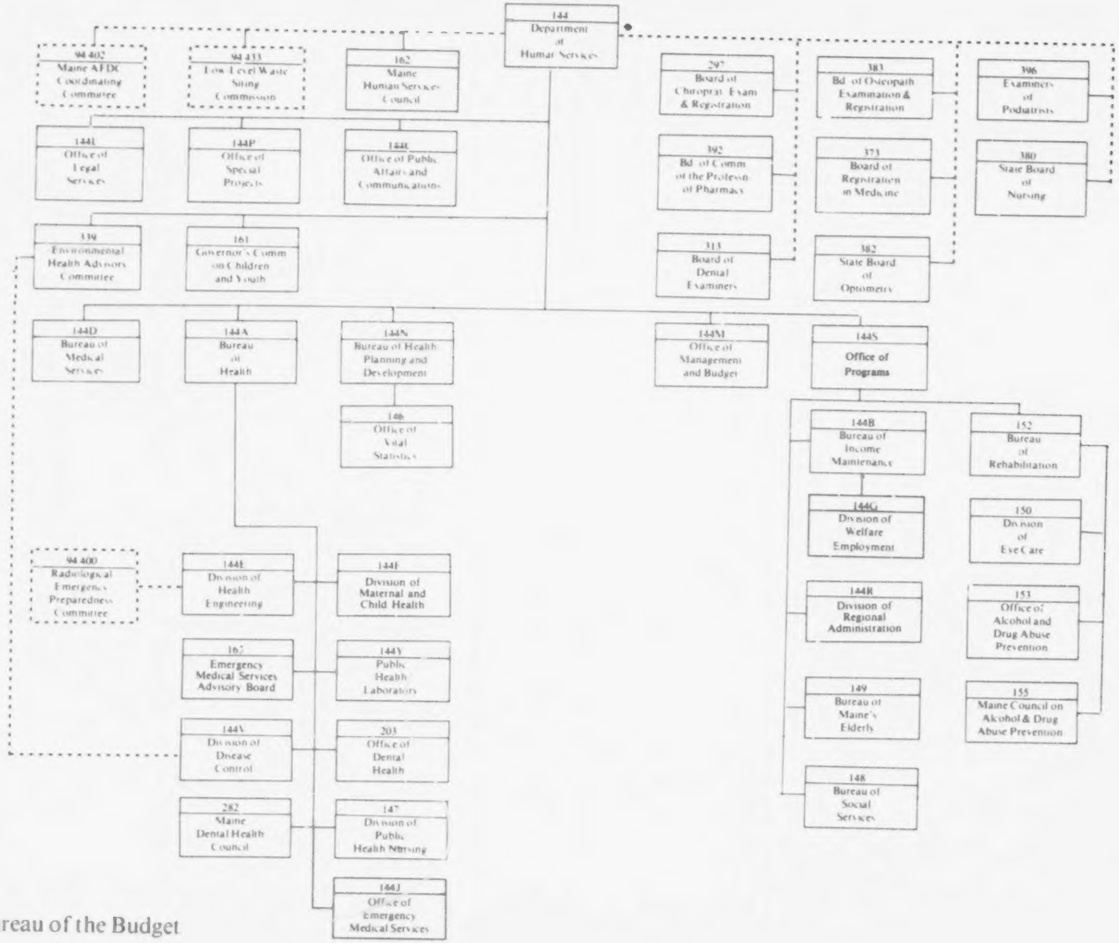
In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office a Legal Services Division, an Office of Public Affairs and Commu~~nica~~tions, and an Office of Alcohol and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10


144 Department of Human Services
94 402 Maine AFDC Coordinating Committee
94 433 Low Level Waste Siting Commission
162 Maine Human Services Council
144L Office of Legal Services
144P Office of Special Projects
Office of Public Affairs and Communications
139 Environmental Health Advisory Committee
161 Governor's Comm on Children and Youth
144D Bureau of Medical Services
144A Bureau of Health
144N Bureau of Health Planning and Development
146 Office of Vital Statistics
144M Office of Management and Budget
144S Office of Programs
297 Board of Chiroprat. Exam & Registration
392 Bd. of Comm of the Professn of Pharmacy
313 Board of Dental Examiners
383 Bd. of Osteopath Examination & Registration
373 Board of Registration in Medicine
382 State Board of Optometry
396 Examiners of Podiatrists
380 State Board of Nursing
144B Bureau of Income Maintenance
144G Division of Welfare Employment
144R Division of Regional Administration
149 Bureau of Maine's Elderly
148 Bureau of Social Services
152 Bureau of Rehabilitation
150 Division of Eye Care
153 Office of Alcohol and Drug Abuse Prevention
155 Maine Council on Alcohol & Drug Abuse Prevention
94 400 Radiological Emergency Preparedness Committee
144E Division of Health Engineering
144F Division of Maternal and Child Health
167 Emergency Medical Services Advisory Board
144Y Public Health Laboratory
144V Division of Disease Control
203 Office of Dental Health
282 Maine Dental Health Council
147 Division of Public Health Nursing
144J Office of Emergency Medical Services

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,762,431	13,520,375	1,217,209		20,024,847	
Health Benefits	1,778,802	662,319	59,872		1,056,611	
Retirement	5,344,288	2,054,903	181,662		3,107,723	
Other Fringe Benefits	197,722	67,750	5,722		124,250	
Computer Services—Comm	6,650	4,260			2,400	
Computer Services—State	2,464,240	967,903	47,985		1,448,352	
Other Contractual Service	9,901,965	4,651,572	594,061		4,656,332	
Rents	2,247,103	886,258	55,542		1,305,303	
Commodities	761,612	256,179	67,024		438,409	
Grants—Subsidies—Pensions	353,534,972	120,633,606	12,887,023		220,014,343	
Buildings and Improvement	294,714				294,714	
Equipment	387,753	80,550	31,787		275,416	
Transfers to Other Funds	562,459		54,305		508,154	
TOTAL EXPENDITURES	412,244,721	143,785,675	15,202,192		253,256,854	

the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Health and Institutional Services and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Affairs: The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcohol and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

PUBLICATIONS: America's Children — Powerless and in Need of Powerful Friends, Children's Deaths in Maine.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	2,410,104	2,410,104				
TOTAL EXPENDITURES	2,410,104	2,410,104				

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

MICHAEL PETIT, COMMISSIONER OF DHS, CHAIRMAN
AL ANDERSON, PH.D., STAFF DIRECTOR

Central Office: DHS, State House Station #11 *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 713

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of The Department of Human Services was appointed chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system.

PROGRAM: P.L. 1983, c. 464* created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.

2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:

   A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.

   B. A biennial comprehensive State alcohol and drug abuse service plan.

   C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.

3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.

4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.

5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

In September 1983, the Commissioners of the four State Departments (Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation) which comprise the Alcohol and Drug Abuse Planning Committee appointed with the approval of the Governor, the ADPC Staff Director. The Staff Director subsequently hired his planning and support staff.

Staff representing the ADPC and each of the four departments submitted the following Alcoholism Prevention, Education, Treatment and Research Fund Reports to the Legislature in January 1984:

- Final Report—Fiscal Year 1983 (7/1/82-6/30/83)
- Progress Report—Fiscal Year 1984 (7/1/83-12/31/83)
- Plan for Fiscal Year 1985

The basis of the required biennial planning cycle has been established. This includes the implementation of a biennial cycle of planning which includes periodic needs assessments, statements of service goals, biennial allocation plans and regular performance evaluations. A framework has been designed for systematically identifying, recording, and prioritizing direct alcohol services that should be available within a comprehensive system for potential, actual, and/or recovering alcoholics and misusers of alcohol. The process includes utilizing regional groups to assist in collecting information and identifying local service needs and gaps in fiscal year 1985. Subsequent assessments will focus on the support services and management requirements of a comprehensive system.

P.L. 1983, c. 464 also broadened the perspective and expanded the membership, and strengthened the role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment in the planning process. The ADPC provides staff support to the new Maine Council and its working committees.

*P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities."

PUBLICATIONS:

1. Alcoholism Prevention, Education, Treatment and Research Fund: Plan for Fiscal Year 1985 (free)
2. Alcoholism Prevention, Education, Treatment and Research Fund: Final Report—Fiscal Year 1983 (free)
3. Alcoholism Prevention, Education, Treatment and Research Fund: Progress Report (July 1, 1983)-December 31, 1983) (free)
4. The Alcohol and Drug Abuse Planning Committee (ADPC) Responses to Comments Generated Through the Public Hearing Process (February 1984) (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	56,362	18,330	21,802		16,230	
Health Benefits	2,809	1,039	871		899	
Retirement	9,328	2,504	4,299		2,525	
Other Fringe Benefits	230	58			75	
Other Contractual Service	13,356	7,300	2,025		4,031	
Rents	2,015	605			1,410	
Commodities	4,626	246	92		4,288	
Equipment	7,746				7,746	
Transfers to Other Funds	368		184		184	
TOTAL EXPENDITURES	96,840	30,082	29,370		37,388	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

REPRESENTATIVE ALFRED L. BRODEUR, ACTING CHAIRMAN

Central Office: 9 Green Street, Augusta *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice, and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: The Council reviewed and commented on the Alcoholism Prevention, Education, Treatment and Research Fund Plan for the Fiscal Year 1985. In addition, it established the following four working committees. The *Corrections* Committee has produced evaluations of two county jail programs. The **Adolescent** Committee is presently conducting a case study of an adolescent alcohol/drug abuser which will be completed in September 1984. The **Council Direction** Committee has worked closely with the Alcohol and Drug Abuse Planning Committee staff regarding the development of a comprehensive framework for planning and identifying/prioritizing direct service needs in Maine's Alcohol Prevention and Treatment System. In June 1984, the Council established The Higher Education Committee to focus on the service needs of post-secondary students (College/University and Vocational Technical Institutes).

FINANCES, FISCAL YEAR 1984: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEIL E. MINER, DIRECTOR

Central Office: 235 State St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104
Average Count—All Positions: 20 *Legislative Count:* 20

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by PL 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services. PL 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently a unit of the Office of the Deputy Commissioner.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system. The Office has been reorganized, and numerous operations have been delegated to other units of the Department to more efficiently and effectively administer and deliver services related to alcohol and drug abuse problems.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system.

A list of substance abuse operations and the responsible unit of the Department are provides as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee
Maine State Employee Assistance Program—Office of Management and Budget
Community Service Contracts—Division of Purchased and Support Services
Licensure and Certification of Facilities—Division of Purchased and Support Services
Alcohol and Other Drug Abuse Training—Staff Education and Training Unit
Maine Alcohol and Drug Abuse Clearinghouse—Division of Health Education
Driver Education Evaluation Program—Bureau of Rehabilitation
Maine Council on Alcohol and Drug Abus Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

LICENSES, PERMITS, ETC.

License
    Substance Abuse treatment facilities
Certificate of Approval
    Outpatient Substance Abuse treatment facilities

The Office has statutory responsibility for the above license and certificate; the Division of Purchased and Support Services is currently performing this function.

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Reprot;* Interdepartmental Prevention Work Group; 1984; available free upon request.

2. *Alcohol and Drug Abuse Services in the State of Maine;* current service directory available free upon request.

3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; 1st annual report, September 1981 to September 1982; available free upon request.

4. *Drinking and Driving in Maine 1983;* 6-month interim report; available free upon request.

5. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.

6. *Mairjuana in Maine—The Social, Legal and Medical Issues;* April 1977; available free upon request.

7. *An Evaluation of the Decriminalization of Marijuana in Maine;* 1978; available free upon request.

8. *The Decriminalization of Marijuana and the Maine Criminal Justice System—A Time/Cost Analysis-1979;* available free upon request.

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	526,206	155,763	153,124		217,319	
Health Benefits	24,248	6,362	8,771		9,115	
Retirement	81,847	24,236	23,796		33,815	
Other Fringe Benefits	2,627	794	732		1,101	
Other Contractual Service	260,400	17,839	159,873		82,688	
Rents	29,826	8,249	16,691		4,886	
Commodities	13,457	1,584	10,893		980	
Grants—Subsidies—Pensions	5,145,329	1,684,427	1,670,561		1,790,341	
Equipment	7,543	618	6,925			
Transfers to Other Funds	5,422		2,641		2,781	
TOTAL EXPENDITURES	6,096,905	1,899,872	2,054,007		2,143,026	

CERTIFICATE OF NEED ADVISORY COMMITTEE

GORDON A. BROWNE, CHAIRMAN
JOHN D. DICKENS (ALTERNATE CHMN.)

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: January 1, 1983 *Sunset Review Required by:* Not Required
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)
Average Count—All Positions: 0 *Legislative Count:* 0
Included in Bureau of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Bureau of Health Planning and Development.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members) and public consumers of health care (five members). Ultimately, the nine appointees will serve four-year terms, except that for the first committee assembled, members representing specific groups will serve the following terms:

Provider Representatives		*Public Representatives*	
(1) Hospitals:	4 yrs.	(2) Consumers:	4 yrs.
(1) Nursing Homes:	3 yrs.	(1) Consumers:	3 yrs.
(1) Third-Party Payers:	2 yrs.	(1) Consumers:	2 yrs.
(1) Physicians:	1 yr.	(1) Consumers:	1 yr.

The incumbent physician provider representative and the consumer representative initially allotted one-year terms have been reappointed to serve full, four-year terms.

Amendments to the Maine Certificate of Need Act enacted by the 111th Maine Legislature in April, 1984 have redefined the selection and role of the Committee's presiding officer. Formerly, the Commissioner of Human Services named his designee to serve as an ex officio, non-voting chairman of the Committee. That position has been held by Gordon Browne during the past fiscal year reporting period. Effective July 25, 1984, however, the Commissioner's designee shall serve as a non-voting member of the Committee, and the chairperson, who shall have voting privileges, shall be designated by the Governor on an annual basis, from among the five public (consumer) representatives.

PROGRAM:
ACTIVITY

Since formally commencing its activities in June, 1983, the CON Advisory Committee has conducted public hearings concerning eight health care proposals, involving a total of $6,722,249 in capital costs, and has voted to recommend that the Commissioner of the Department of Human Services approve six of those proposals considered. Based upon detailed analyses by the Bureau of Health Planning and Development and upon the record generated by the Committee's public hearings and recommendations, the Commissioner issued five CON approvals with final action on the sixth project still pending at the time of this report. The Committee did not render a formal recommendation, due to a tied vote, on another proposal which was ultimately approved by the Department. The Committee voted to recommend disapproval of the remaining project on its roster, but the sponsor formally amended its application prior to a final decision and therefore, review is still in progress. In addition, the CON Advisory Committee has held informational sessions to solicit additional details on specific proposals subsequent to the public hearing and prior to preparing a formal recommendation, as well as educational meetings to discuss ongoing developments in the health planning regulations.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale *Telephone:* 324-6010
Mail Address: 51 Main Street, Springvale, Maine 04083
Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 84, 28 persons took the Board of Chiropractic Examination; 13 passed and were licensed. No licenses were awarded by reciprocity. Three applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 27-29 in South Portland, Maine, and April 12-14 in Rockport, Maine.

A delegate of the board attended seminars conducted by the Federation of Chiropractic Licensing Boards in Montreal, Quebec, Canada in February, 1984 for purpose of improving our examining procedures.

LICENSES, PERMITS, ETC.:

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,725		1,725			
Other Contractual Service	12,048		12,048			
Commodities	354		354			
TOTAL EXPENDITURES	14,127		14,127			

MAINE DENTAL HEALTH COUNCIL

CHARLES E. TERRIO, DMD, CHAIRPERSON

Central Office: Whitten Road, Augusta *Telephone:* 289-2361

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The

Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1984. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long term care facility residents, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following projects: The Lincolnville Story, Lincolnville; and A Dental Hygienist in the Long Term Care Facility (Portland).

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition. During 1984, the Council completed a study of institutional dental services in Maine. The Council annually recognizes outstanding efforts to promote dental health through the Maine Community Preventive Dentistry Award. The 1984 Award was presented to the Aroostook County Action Program for their county-wide dental public health activities. Special merit awards for community fluoridation were presented to Victor Andrews, DDS of Dexter; the Dexter Sunrise Kiwanis; and Louise Krupka, RN, of Limestone. Jane G. Barth, RDH, of Bethel, former Council chairperson, received the first Special Recognition Award, posthumously.

PUBLICATIONS: Maine Dental Health Plan; Dental Needs Study Report

FINANCES, FISCAL YEAR 1984: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health, and are, therefore, included in the display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

WALTER HIGGINS, JR., D.M.D., PRESIDENT
MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT
WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: 100 Stony Ridge, Auburn *Telephone:* 782-8859
Mail Address: 100 Stony Ridge, Auburn, Maine 04210
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examioners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; Consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 25, 1984) in this fiscal year, 58 dentists were newly licensed. A total of 868 currently registered. 56 Hygienists were newly licensed—a total of 691 currently registered. No denture technologists were licensed or registered.

The Board will be licensing Dental Radiographers as of October 1984.

LICENSES, PERMITS, ETC.:

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists
- Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,750		4,750			
Other Contractual Service	29,142		29,142			
Rents	645		645			
Commodities	235		235			
Equipment	4,700		4,700			
Transfers to Other Funds	2,284		2,284			
TOTAL EXPENDITURES	41,756		41,756			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: Whitten Rd., Augusta *Telephone:* 289-2361 and 289-3121
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1984, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program, served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was substantially expanded during 1984. A State legislative appropriation provided funds for dental health education materials to over 55,000 Maine children in 270 schools across the State. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health. Mini Grants were awarded to applicants in Lincolnville and Portland.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects particularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, have been continued in the past year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

KNUT RA, M.D., MPH, DIRECTOR
GREG BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3591
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333 1-800-821-5821
Established: 1972 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early treatment or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, more attention is being given to control or melioration of chronic diseases (such as diabetes) and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, Refugee Program, Tuberculosis Program, Environmental/Occupational Health Unit, The Diabetes Control Project and Epidemiology Services, and the Toxicology Program all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through evaluation of the surveillance data reported by medical providers to the Bureau of Health, as mandated by the Rules and Regulations for Control of Communicable Disease. The State Epidemiologist is responsible for encouraging quality disease surveillance with dissemination of such information back to the medical community. In addition, the State Epidemiologist works with the Environmental Health Unit within the Division of Disease Control to offer epidemiologic assistance in non-infectious disease areas.

FY 84 saw an increase in activities related to the prevention of outbreaks of infectious diseases and to the initiation of studies of potential health effects from environmental exposure. Epidemiologic investigations recently completed included analysis of a large salmonella outbreak effecting the Thanksgiving Day patrons of a central Maine restaurant and a study of "stuffy building syndrome" compounded by elevated levels of number two fuel oil effecting Human Service employees at a regional office building.

Environmental Epidemiology Program. The Division of Disease Control's Environmental Epidemiology Program exists to provide broad surveillance of the health of the State's population, to carry out investigations to assess the impact of potentially harmful environmental exposures, to advise other state agencies of the potential health implications of their actions, and to provide the public with environmental health information.

The Environmental Epidemiology Program engaged in several special study efforts. The Program evaluated the prevalence of health problems of citizens living in the vicinity of the Union Chemical Company; investigated a leukemia cancer cluster in Belgrade, Maine; evaluated the public health significance of persons exposed to chlorobenzene is in Corinna, Maine; met with Centers for Disease Control representatives and Gray citizens to plan for a health study of residents who lived in the vicinity of the East Gray Hazardous Waste Dump; investigates the potential public health impact of spruce budworm spraying; participated in the evaluation of working conditions among blueberry rakers; and attended several public meetings, legislative hearings, and administrative rules making proceedings to provide testimony and information on environmental health issues and questions. The Program also completed the collection of 1983 State cancer incidence data which is being tabulated to investigate the incidence and distribution of cancer among the State's population.

Environmental Toxicology Program. The Environmental Toxicology Program was administratively established within the Environmental Health Program in the Division of Disease Control in FY 83 in response to increased demand for health hazard assessments of chemical pollutants. In FY 83 the Program reviewed applications for licenses for hazardous waste facility from Union Chemical Company and Central Maine Power Company, and, in both cases, recommended license denial until corrective measures were instituted. The program was given the responsibility of assessing the health hazards of chemical air pollutants and for staffing the newly established Scientific Advisory Panel within the Bureau of Health. The Program provided chemical health hazard assessment assistance to the Environmental Epidemiology Program during the investigation of the Belgrade Childhood Leukemia Cluster, the health status of Corinna and Hope residents, and in the plan for the health study of residents who lived in the vicinity of the McKin Hazardous Waste Dump in East Gray. The program attended several legislative hearings on the Workers and Community Right to Know bills, and subsequent administrative rule-making proceding to provide testimony and advise on occupational and environmental health issues. The Program also investigated reports of potential exposures to right-of-way, Spruce Budworm project, and orchard spray pesticides, and is providing assistance to the Department of Environmental Protection in assessing the health significance of exposure of gasoline-contaminated drinking water.

Immunization Program. Seven acute communicable diseases of childhood were addressed by the Program in FY 1984: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 84, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medical sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 84: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 84 was approximately 349,000.

During FY 85, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey; and that 100 percent of day care facilities respond to a survey of day care enrollees; 2) assess the immunity levels of the 2 year old population; 3) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours, to suspected polio, diphtheria and measles cases, and initiate containment procedures; 4) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 5) assure that community-based volunteers are available to increase community participation and interest in immunization; 6) to maintain an adverse reaction surveillance program to monitor and investigate untoward reactions following receipt of vaccine; 7) work with colleges and universities towards insuring adequate protection for their students against the vaccine preventable diseases.

Sexually Transmitted Disease Control Program. Large numbers of sexually transmitted diseases (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea rates are falling, yet infected patients continue to suffer the grave effects of this disease. Infectious syphilis, Chlamydia trachomatis, trichomonas, human papilloma virus, and genital herpes are cause for concern due to their ever-increasing numbers. The STD Program relies heavily upon private physicians, hospitals, the military, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

There are currently seven STD Clinics in Maine, in which the Program staff offers complete epidemiologic and administrative assistance, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall sexually transmitted disease case management.

Identification of early disease and risk factors through STD screening is one of the major services rendered by the Program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 84, approximately 24,000 women were tested for gonorrhea by private physicians, STD Clinics, hospitals, family planning clinics, and other providers, with three hundred and two new cases identified. The target age group in the female gonorrhea screening program is 15-35.

During FY 84, the Program staff expected to accomplish the following objectives: 1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; 2) conduct surveillance over public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; 3) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; 4) conduct epidemiologic follow-up on 100 percent of patients (male and female) with gonorrhea reported from the STD Clincs located in Portland, Auburn, and Bangor, and 75 percent of infected patients reported by the private medical community in the same areas; 5) conduct a comprehensive program of reculturing infected patients (test-of-cure) at specific health care provider locations throughout the State in order to confirm treatment success; 6) conduct a statewide monitoring system in all major target hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute gonococcal pelvic inflammatory disease; 7) assist all school systems, mass media, and civic organizations requesting assistance in the preparation and presentation of information and education programs on the subject of sexually transmitted disease in order to raise levels of knowledge about the current disease problem; 8) conduct professional in-service training programs related to sexually transmitted disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and edpidemiologic knowledge among medical professionals.

The five year goal of the STD Control Program is to interrupt the transmission of sexually transmitted diseases to reduce the morbidity and mortality they may cause.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 83, the program served 3,660 persons including active tuberculosis cases, suspects, contacts of cases and suspects, tuberculin reactors and school personnel.

In FY 84, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 84 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish and Afghan refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 84 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Refugee Health Assessment Project. The Refugee Program concerns all aspects of the resettlement of all refugees in Maine. The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 1,300 refugees residing in Maine of which 650 are Vietnamese, 550 are Cambodians, 100 are Laotians, 91 are Polish, and 120 are Afghans.

In Federal Fiscal year 1984, Maine received a grant for $9,000. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In Federal Fiscal year 1983, the program served 280 refugees.

In Federal Fiscal year 1984, the program staff expected to accomplish the following objectives: (1) renew the contractural agreements with four private agencies and the Division of Public Health Nursing for home nursing visits in the areas where large concentrations of refugees were expected to settle. (2) to continue to provide health assessment and referral services for all refugees (3) to continue to identify and document the extent of unmet or poorly met health needs of refugees. (4) to increase communications with medical providers regarding refugee health status. (5) Agreements were made with English speaking refugees to interpret for nurses, physicians, health personnel in the home, physicians' offices and clinics.

The two major goals of the program are:

1. To prevent and control health problems of public health significance among refugees.
2. To improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-suficiency.

Budget-Federal FY 1984—Fed. $9,000—State $3315 = Total $12,315 (9 month budget period)

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin production. Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 84, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. The Bureau of Health and Medical Care Development implemented the Project. An advisory committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. The Diabetes Control Project assisted 34 hospitals, health centers and community agencies in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. Afterwards, technical assistance to improve existing inpatient education is provided to hospital personnel throughout Maine.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

The DCP submitted the Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-up (ADEF) Program to Blue Cross/Blue Shield of Maine in November 1983. Based on the results identified in the report and the experience with the Project, the Board of Directors of Blue Cross/Blue Shield voted in December 1983 to make reimbursement for the ADEF program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy. Unionmutual offers the program as a benefit to its group policy holders.

Follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 84 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine model ambulatory diabetes educational and follow-up programs; to link inpatient education with outpatient education in an additional five hospitals having model ADEF programs; to develop and implement a program for health professionals on diabetes in pregnancy; and to pilot test national standards for diabetes patient education programs in collaboration with the National Diabetes Advisory Board.

PUBLICATIONS:

Epigram — (free) monthly summary of communicable disease problems and epidemiological activities.

Diabetes Rxtra—(free) quarterly. Information pertinent to Diabetes Educators.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $1,016,400 in FY 84 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 20 *Legislative Count:* 11

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau funds, monitors and evaluates a range of social services. The Bureau administers in FY 84 a budget totalling nearly $8 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 84 the Bureau through the AAA supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition approximately 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state. 76 older workers served local agencies through the Senior Community Service Employment Program and the Bureau became responsible for administering part of the Job Training and Partnership Act for older workers.

In FY 84 the Bureau worked with area agencies on aging to refine the case management system which helped over 1,000 elderly remain at home. The Home Based Care Program was a key development in FY 84, allowing the aging network to develop home care services at about half the cost of nursing home care. Also eight congregate housing programs were developed which now keep 93 frail elderly out of institutions.

The Bureau also received $152,000 from the Federal government to develop home equity conversion plans for the elderly in cooperation with Maine State Housing Authority, Maine Savings Bank and the University of Maine Law School.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 111th Legislature.

PUBLICATIONS:

Resource Guide: Information for Maine's Older Citizens—free. Available at Bureau of Maine's Elderly.

A Report on Home Based Care

A Consumer's Guide to Home Equity Conversion

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	376,571	125,791			250,780	
Health Benefits	16,156	4,828			11,328	
Retirement	53,677	14,073			39,604	
Other Fringe Benefits	1,444	563			881	
Other Contractual Service	93,175	26,857	2,887		63,431	
Rents	27,062	—247	275		27,034	
Commodities	3,007	50	3		2,954	
Grants—Subsidies—Pensions	5,752,725	849,641	27,547		4,875,537	
Transfers to Other Funds	3,180		3		3,177	
TOTAL EXPENDITURES	6,326,997	1,021,556	30,715		5,274,726	

OFFICE OF EMERGENCY MEDICAL SERVICES

ROBERT F. TREDWELL, DIRECTOR
MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta *Telephone:* 289-3953
Mail Address: 295 Water Street, Augusta, Maine 04330

Established: 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144J; *Citation:* 32 M.R.S.A., Sect. 84

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services has as its purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: OEMS provides coordination and partial funding to 6 regional councils which, in turn, provide training and support services to the ambulance services, dispatch and coordination systems, and hospitals. OEMS is advised by a 13 person Board established by Chapter 2B of 32 MRSA to oversee the licensing of ambulance services, vehicles, and personnel.

PROGRAM: OEMS improves the emergency care system through its support of six regional councils. The Office also serves several direct functions:

Education: During 1984, the licensing levels were revised to include MAST within the Basic EMT level and to provide a new level, the "Intermediate", at which licensees can defibrillate and initiate IV fluids. The training coordinator prepared curricula for these levels.

Licensing: OEMS licenses 215 ambulance and rescue services and 2,738 people. On June 1, 1984, there were 753 currently licensed ambulance attendants and 1,968 Emergency Medical Technicians licensed to give basic care. Of the EMTs, 676 held advanced licenses; 55 of these were licensed at the Paramedic level.

During 1984 several important changes were made in the EMS licensing regulations. The Intermediate level was established, and the former "Cardiac Tech" level was renamed "Critical Care" to follow a national recommendation. A standard was established requiring advanced services to equip a second vehicle at its licensed level when it has simultaneous emergencies more often than 10 times per year.

A requirement that advanced services send advanced personnel to 75% of the patients when conditions demand that level of treatment was postponed by the Legislature until January, 1986.

Research and Education: Under EMS regulations, all ambulances and rescue calls must be reported to the State's data and evaluation unit. There were approximately 82,000 runs in 1984.

Major studies using this data were directed to the safety and effectiveness of esophageal obturator airways, to the extent to which services supply advanced technicians on their calls, and to the quality of care received by patients who suffered major trauma.

The Medical Director met monthly with the regional medical control physicians throughout the year. Most studies of effectiveness and safety were initiated by this group.

Enforcement: In 1984, the Administrative Court revoked the EMT licenses of two persons and the service license of the company they owned. In a separate case, the Court directed a verdict for an ambulance service whose license the State sought to revoke. The State appealed this case to the Law Court, and the matter was pending at year's end.

LICENSES, PERMITS, ETC.:

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations effecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,922				85,922	
Health Benefits	2,843				2,843	
Retirement	14,119				14,119	
Other Fringe Benefits	290				290	
Computer Services—State	6,052				6,052	
Other Contractual Service	34,205				34,205	
Rents	8,057				8,057	
Commodities	692				692	
Grants—Subsidies—Pensions	215,452				215,452	
Transfers to Other Funds	2,033				2,033	
TOTAL EXPENDITURES	369,665				369,665	

DIVISION OF EYE CARE
PAUL E. ROURKE, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1941 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
Average Count—All Positions: 28 *Legislative Count:* 31

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually impaired children from birth to age 21; as well as vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually impaired children from birth to age 21.

PROGRAM: The program has the following areas of focus:

Register of Blindness: Maine Law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually impaired persons on the Register with approximately 270 new names added each year.

Prevention of Blindness: The Division of Eye Care continues its Prevention of Blindness Program largely with the aid of over 150 volunteers and support of Maine Sight and Hearing Association, Inc. (a statewide affiliate of Maine's Lion's Sight Conservation Program) as well as statewide regional Task Forces involving volunteers, physicians, optometrists, educators, health professionals, service organizations and industry. The goal of the Prevention of Blindness Program is to cut down on the incidence of blindness through public education, mass visual screening of high risk population and the coordination of existing services.

Education of Blind Child: The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers services, etc.) so that they may receive an appropriate education.

During this reporting period, the Division provided special education services to over 400 blind and severely visually impaired school children in Maine. All but approximately 20 of these children were served in Maine's local public schools.

The Division continues to strengthen its Pre-School Program (ages 0-6) and enrollment due to "case find" and outreach increased from 57 to over 80 children. Without the specialized pre-school services provided blind children prior to their entering school it would not be possible for them to be integrated or function in a public school.

Vocational Rehabilitation: The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment so that they may become taxpayers rather than tax receivers.

During this reporting period over 650 blind and severely visually impaired men and women received services under this program of which over 91 were placed into gainful employment.

Vending Stand Program: (Randolph Sheppard Act) In order to enhance the conomic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established twelve vending facilities throughout the state.

During this reporting period, federal legislation was enacted (Section III of the Surface Transportation Assistance Act of 1982, P.L. 97-24) which granted to states the authority to place vending machines in safety rest areas located on Interstate Highways.

It also denoted that state agencies for the blind designated under the Randolph Sheppard Act would be given preference to install such machines.

Under this legislation, the Division of Eye Care, during the upcoming fiscal year will be installing a battery of vending machines in Kittery Rest/Information area, the proceeds of which will go to enhance the economic opportunities of the blind citizens of Maine.

Other Services: The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland (Maine's only private agency for the blind) maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

To carry out this activity, the Maine Center for the Blind was again awarded an Independent Living Grant which allowed them for the first time to work with homebound blind persons in Washington and Hancock Counties. During the previous reporting year, a similar Independent Living Grant was awarded to the Maine Center for the Blind which enabled them to provide these services to the older blind people in Aroostook.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector, e.g., Maine Sight (Lion's), citizen task forces, use of volunteers in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the private sector as well as the Department of Educational and Cultural Services and local school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education. Another goal is to work cooperatively with Maine Department of Transportation in installing vending machines on Maine's Interstate, statewide, in order to enhance the economic opportunities of the blind.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Directory of Services to the Blind and Visually Impaired

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	573,932	241,697			332,235	
Health Benefits	27,562	11,021			16,541	
Retirement	89,305	37,609			51,696	
Other Fringe Benefits	2,900	1,219			1,681	
Computer Services—State	4,498	4,498				
Other Contractual Service	130,859	97,665	4,696		28,498	
Rents	49,615	47,845			1,770	
Commodities	4,561	3,270	971		320	
Grants—Subsidies—Pensions	831,972	534,291	−1,800		299,481	
Equipment	2,349		2,349			
Transfers to Other Funds	6,541		84		6,457	
TOTAL EXPENDITURES	1,724,094	979,115	6,300		738,679	

BUREAU OF HEALTH

WILLIAM S. NERSESIAN, M.D., DIRECTOR
BOB McKEAGNEY, Deputy Commmissioner of Health

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1835 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 200 *Legislative Count:* 235

Organizational Units:

Central Administration
Division of Disease Control
Division of Maternal and Child Health
Division of Health Engineering
Division of Public Health Laboratories
Division of Public Health Nursing
Board of Certification of Water Treatment Plant Operators
Division of Health Education
Office of Dental Health
Office of Emergency Medical Services

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups (''hosts'' of disease); and (b) controlling environmental hazards to human health (''agents'' of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Office of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Adminstration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

Division of Health Education. The Division of Health Education addresses those health problems and conditions in which prevention through education is the approach of choice. Chronic diseases such as heart disease, cancer, stroke, and chronic lung disease are responsible for nearly three quarters of all deaths in this State. Accidents are the most frequent cause of death for people between the ages of one and forty. It is a well accepted fact that further advances in the medical care system will not in themselves be sufficient to reduce these figures. Personal health practices and decisions made around such issues as diet, exercise, smoking, alcohol consumption and driving habits as well as environmental factors have more influence on an individual's health status than any component of the medical care system.

The term health education is simply defined as any combination of learning experiences designed to facilitate voluntary adoption of behavior conducive to health. In addition to individual actions, the Division also is involved in addressing environmental and organizational issues which effect health status.

The Division works closely with a wide variety of groups and organizations in carrying out its mission. School systems, hospitals, the University of Maine, health centers, the media, private businesses, other State agencies and programs, voluntary health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs is presented below.

Risk Reduction Program. Today the leading killers and cripplers of people in developed nations are no longer infectious diseases with single causes (like bacteria or viruses) but manmade and degenerative diseases. These diseases do not have specific causes but are a result of many risk factors. Heart disease, cancer and accidents account for about 75% of all deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (lifestyle); (2) environment (both physical and social); (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (lifetstyle) and environment contribute largely to the multiple causes of these diseases.

The Risk Reduction Program of the Division of Health Education helps people in Maine adopt or maintain lifestyles which will result in reduced premature death or disability as well as enhance their state of well-being.

The Risk Reduction Program offers consultation and technical assistance for the planning, implementation and evaluation of health programs and initiatives. Since the target of the Risk Reduction Program has been adults who are relatively healthy, the primary settings for developing these programs have been the worksite and other community-based groups.

The primary purposes of this consultation and technical assistance are: (1) to develop within the worksite or community a self-sustaining participatory mechanism which will address health related needs of its members; (2) to work with these participants to assess health related needs, interests and concerns; and (3) to facilitate each worksite and community to act on these needs, interests and concerns utilizing available resources.

Building and sharing resources in health education and health promotion based on needs of worksites and communities in Maine are also program priorities. The Risk Reduction Program has therefore chosen to develop worksite health promotion programs with organizations who are in some way responsible for the health or the education of the community. These organizations may receive assistance in offering similar services to their community. Currently, the Risk Reduction Program is formally working with sixteen worksites including health and human service agencies, community hospitals, municipal employees, and private corporations. Six of these sites are new this year. A Program Planning Guide has been developed to serve as a consultation tool with the formal worksite programs.

The Community High Blood Pressure Program, which contracts with agencies statewide to provide hypertension detection, education, referral and follow-up services joined the Division of Health Education in 1983. The target for these hypertension services are also community and work settings. Since uncontrolled high blood pressure is a major risk factor for cardiovascular disease, the coordination of this program with the Risk Reduction Program enhances its efforts in multiple risk factor intervention.

The Employee Health Forum, staffed by the Risk Reduction Program, has met on a monthly basis providing quality continuing education for professionals interested in a broad range of employee health issues.

Guidelines to serve as a quality assurance reference for worksite health promotion programs have been developed in conjunction with Blue Cross and Blue Shield of Maine. These Guidelines include:

- High Blood Pressure Screening
- Quit Smoking Program
- Stress Management
- Nutrition Education
- Weight Control
- Employee Assistance Programs
- Computerized Health Risk Appraisals

Training programs are offered by the Risk Reduction Program to develop the quality and availability of worksite and community health promotion programs around the State.

A mini-grants program will be administered in fiscal year 1985 to encourage the development and implementation of innovative health promotion projects, particularly those planned by newly formed or newly focused local community coalitions.

The Risk Reduction Program's Resource Center within the Department of Human Services' Library has a wide range of health promotion materials including statistical, content and skill-building information. A directory of resources including reference materials, educational aids and audiovisual materials is available through the Department's Library.

The bi-monthly publication of the Division of Health Education, *The Maine Health Promoter,* shares information statewide regarding programs, special concerns and resources.

The Risk Reduction Program has updated an inventory of Health Promotion/Risk Reduction Programs in Maine in the following program categories:

- Smoking Cessation
- Smoking Prevention
- Prevention of Alcohol and Drug Abuse
- Nutrition Improvement
- Weight Control
- Physical Fitness and Exercise
- Stress Management
- Accident Prevention
- Hypertension Screening and Education
- Diabetes Education
- Chronic Disease Prevention
- Prenatal/Childbirth Education
- Family/Parenting Education
- Occupational Health and Safety
- Environmental Education
- Additional Programs

This inventory serves as an information/referral tool for providers, a self-referral tool for the public, and a method of determining gaps in existing health promotion services.

Community High Blood Pressure Program. An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females; hypertensive males tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication, than females. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult (41-60 years). The worksite (in addition to other community settings) is one of many locations for reaching this target population, since three-fourths of men and approximately one-half of women in Maine work. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies to provide hypertension screening, education, referral and follow-up services at worksites and in communities. In FY 84, 16 agencies were funded to provide hypertension services to adults in Maine. During FY 84, 54,708 total clients were screened; of this number, 25,568 were new. In addition, 15% of these new clients were 41-60 year old males.

To ensure quality assurance, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation & Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations on the expenditure of funds for hypertension screening in the State.

This past year, through a special worksite initiative, the Legislature appropriated $40,000 for fiscal year 1984 and fiscal year 1985 to provide hypertension services to Maine workers. The goal of this effort is to screen approximately 6,000 Maine workers. Ten of the 16 agencies funded under the Community High Blood Pressure Program were awarded funds for this effort, which ends June 30, 1985.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, overweight, elevated cholesterols, etc. The Community High Blood Pressure Program continues to coordinate with the Risk Reduction Program to enhance its efforts in multiple risk factor intervention for both worksite and community health promotion activities.

The Maine Alcohol and Drug Abuse Clearinghouse. The Maine Alcohol and Drug Abuse Clearinghouse is an informational support service operating within the Division of Health Education, Bureau of Health, in the Department of Human Services. The Clearinghouse serves as a central source for general information about alcohol and other drugs and substance abuse prevention, treatment, research and education. Requests may come directly from the public, from service providers, agency personnel, from the five Alcohol and Drug Abuse Regional Councils, or from various departments of state government.

Statewide Clearinghouse Services Include:

—INFORMATION on alcohol and other drugs and substance abuse prevention, treatment, research, and education; NETWORKING in order to help individuals, groups, communities and organiations share information and experience; TOLL-FREE NUMBER for all Maine citizens 1-800-322-5004; IDENTIFICATION and sharing of resource materials, including pamphlets, booklets, scientific articles and audiovisuals; CONSULTATION AND TECHNICAL ASSISTANCE regarding the development and best use of informational materials; LIBRARY SERVICES including loan of materials and limited literature searches, THE CLEARINGHOUSE EXCHANGE NEWSLETTER, a resource for information sharing about alcohol and drug abuse.

Highlights from FY 83-84

—It was projected that the Clearinghouse would serve 1200 requestors during FY 83-84 (100 a month for 12 months); however, 1467 requestors had been served by the end of June, 1984.

—The "Clearinghouse Exchange" newsletter has grown in circulation from 535 in July of 1983, to 700 per mailing by July of 1984.

—Twenty new substance abuse prevention and training videotapes were purchased during FY 1983-84. Previews and training sessions on best use of films/video were conducted in three different geographical locations. The tapes were then incorporated into the Department of Educational and Cultural Services' media resource center.

—Cooperative agreements were written between the Clearinghouse and Division of Alcohol and Drug Education Services—Department of Educational and Cultural Services and between the Clearinghouse and the Association of Labor-Management Administrators and Consultants on Alcoholism. The purposes of this effort are to (1) ensure communication and (2) to define in writing, the essence of each program and the areas needing cooperation between each program and the Clearinghouse.

—The Clearinghouse continued to reach the public proactively by providing its toll-free number through television media events, e.g. the Chemical People Project, the "License to Kill" movie, and the NIDA "Just Say No" campaign. Clearinghouse staff were involved in design, program content, public relations, coordination, networking and evaluation of the Chemical People effort. More than two hundred calls to the Clearinghouse were generated by this media event and community task forces were organized throughout Maine. A full range of Clearinghouse services were provided to these individuals and groups.

—The Clearinghouse worked in partnership with the LaVerdiere's Super Drug Store chain in a statewide essay contest for young people to increase public awareness in alternatives to substance abuse.

—A new videotape "Maine Kids Just Listen to Us" Part II was produced by the Clearinghouse during FY 83-84. The tape features young people and focuses on the issues of peer pressure, self esteem and living with divorce.

The Clearinghouse staff was involved in the 1984 State Substance Abuse Prevention Conference Planning Committee and is currently involved in a committee that was formed to assess how the Bureau of Health and the Department of Human Services could effectively address the issue of alcohol related birth defects.

Agent Orange Program. Agent Orange, a chemical herbicide that was sprayed in Viet Nam from 1962-1971, was designed primarily to deprive enemy forces of ground cover and to restrict food supplies. During the manufacturing process, it is unavoidably contaminated by a compound known as Dioxin (one of the most toxic substances known). The exact effects of Dioxin on humans is not known at this time, except for a specific skin condition known as chloracne.

Many Viet Nam veterans are exhibiting health problems ranging from skin conditions to various cancers, that they believe may be a direct result of their exposure to Agent Orange while in Viet Nam.

In recognition of the potential seriousness of these health problems, and the lack of active involvement upon the part of the Veterans Administration to inform Viet Nam veterans about Agent Orange, the issue was brought to the attention of Governor Brennan in March of 1981, by the AMVETS Organization. At the request of the Governor, the Department of Human Services' Bureau of Health became involved and established the Maine Agent Orange Information Committee the following July.

This ten member committee is composed of representatives from veterans service organizations, the Veterans Administration, a State Senator, and representatives from the Maine Poison Control Center, and the Bureau of Health, Division of Health Education are staff to the committee.

The primary objectives of the committee are to increase public awareness of the Agent Orange issue through an extensive media effort, provide factual data, alert the medical community, and most importantly encourage the Viet Nam veteran to seek a free Agent Orange Screening Examination at the Veterans Administration, Togus.

The committee plans to continue its efforts through media promotion activities, presentations at rural veteran's service organization posts, and assistance from business organizations throughout the State.

The Rape Crisis Program. The Rape Crisis Program receives $15,000 (from the Preventive Health & Health Services Block Grant) to fund six Rape Crisis CEnters throughout the State to provide the following services: 24-hour hotline, counseling and advocacy services, volunteer training and community and professional education. Educational information and consultative assistance is provided from the Program Director to each center and to the Coalition.

Each of these centers, as well as other interested agencies and individuals, participate on the Maine Coalition on Rape. This Coalition was formed to address common concerns relating to the problems of sexual assault. The Coalition shares information and resources; encourages organizational development and helps to coordinate services among Rape Crisis Centers in the State.

In response to a bill submitted by the Coalitin, the Legislature appropriated $100,000 for the next fiscal year to help support the six existing centers and establish a new center in

Aroostook County.* Responsibilities for this Program relative to Rape Crisis end September 30, 1984.

*The Bureau of Social Services will manage the $100,000, along with the $15,000 which will be transferred from the Bureau of Health.

Environmental Health Unit. The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the enabling legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Over the past year, the committee has considered questions involving statewide planning for major disasters; the presence of radon in drinking water; potential health effects of exposure to wood smoke; the clusting of childhood leukemia cases in Belgrade, Maine; possible health impact of exposure to gasoline vapors; and proposed new legislation on air toxic emissions; and community and worker chemical identification right-to-know legislation.

Library: The Division also operates the departmental library which serves not only departmental employees but the public as well. It is one of the finest and most heavily used health libraries in the State. The Library is staffed by a librarian and an assistant who are constantly working on cost saving policies such as unnecessary purchases of books and periodicals which have saved thousands of dollars. Interlibrary loans with other libraries have not only made resources more available but has also saved dollars.

The library began in 1970 and has grown steadily in usage and size. Special collections have been added such as risk reduction, alcohol and drug abuse, radiation and water which makes this library very unique. Audiovisual materials have also been added to give better service. In 1983 over 8000 requests were completed and circulation of books and journals totaled over 4000.

PUBLICATIONS:

DES Information Packet (for the public) (for health professionals)
Regional Guides to Risk Reduction Services
Maine Health Promoter Newsletter
Health Style Test (a self-scored Health Hazard Appraisal)
Nutritional Guidelines
Introduction to Physical Fitness
Guide to the Risk Reduction Resource Center Collection
Hypertension Facts
Quit Smoking Kit
Food and Fitness
Agent Orange Information (for Viet Name veterans (for health professionals)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,514,340	1,961,789	529,500		1,023,051	
Health Benefits	159,014	83,127	25,625		50,262	
Retirement	527,386	289,521	82,281		155,584	
Other Fringe Benefits	20,774	13,107	2,659		5,008	
Computer Services—Comm	6,660	4,260			2,400	
Computer Services—State	90,512	42,390	3,921		44,201	
Other Contractual Services	1,048,208	372,551	93,607		582,050	
Rents	142,268	85,020	2,238		55,010	
Commodities	248,372	135,927	40,297		72,148	
Grants—Subsidies—Pensions	8,053,057	390,708	3,600		7.658,749	
Equipment	35,737		3,771		31,966	
Transfers to Other Funds	40,240		12,410		27,830	
TOTAL EXPENDITURES	13,886,568	3,378,400	799,909		9,708,259	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1936 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491
Average Count—All Positions: 37 *Legislative Count:* 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Board of Certification of Water Treatment Plant Operators.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.

c. Physical Hazards—Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 83, the program staff accomplished the following major operating objectives: (1) monitored all public water supplies for compliance with the Safe Drinking Water Act; (2) revised the drinking water regulations; (3) established an emergency response plan for drinking water; (4) implemented a compliance plan for the state to prioritize programmatic response to violations; (5) expanded the capabilities of the Model State Information System (MSIS) to allow on-line access to public water supply inventory information; (6) implemented the total trihalomethane regulations and continued activities to reduce levels; (7) implemented a monitoring program for sodium in public water supplies; (8) inspected for certification of the private laboratories in the state; (9) conducted sanitary surveys of selected public water supplies in the state; (10) conducted various operator training seminars across the state; (11) reported analysis results to people across the state; (12) provided technical assistance to both the private and public sector in reference to drinking water problems.

Occupational and Radiological Health Program. The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.

b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.

c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. The environmental monitoring program has provided surveillance of Maine Yankee Atomic Power Reactor since 1970 and was expanded to meet current requirements in 1981.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include seeing that medical X-ray devices are checked to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program maintained environmental monitoring and emergency response to nuclear incidents. Emergency planning support for radiological accidents is the responsibility of the State Department of Human Services.

Operating objectives to be completed during FY 1982 were: (1) 60 compliance tests of new X-ray devices; (2) inspect 10 public X-ray devices; (3) register 50 new radiation sources; (4) complete support for operations manual for emergency response at Maine Yankee; (5) 52 regular environmental sample collection and analyses at Maine Yankee with appropriate reports; (6) establish Pt. LePreau monitoring stations; (7) initiate program planning to improve the radiation protection program and justify through the Sunset review process; (8) conduct 150 industrial hygiene investigations under federal contract; (9) collect 300 series of industrial hygiene environmental samples; (10) conduct 50 industrial hygiene inspections in support of the public health and safety act; (11) host the 1982 National Conference of Radiation Control; (12) continue to progress on program funding, for control of radon in drinking water, programs to reduce X-ray dose, rule adoption, means to evaluate long range program goals, and certification program for X-ray calibration technicians.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne micro-organisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 84, the program staff accomplished the following objectives:

1. Maintained the existing level of plumbing and subsurface wastewater disposal rules interpretation and enforcement.
2. Programmed a mini-computer: to maintain an adequate accountability of permits, to provide a receipt of municipal treasurers and a State-wide statistical summary, and to record the number of permits and fixtures per Master Plumber.
3. Conducted a public hearing on February 1, 1983 to discuss proposed changes to the Rules.
4. Microfilmed historical files of all permits, engineering designs and documents.
5. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
6. Assisted municipalities in the enforcement of applicable Rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Certified Local Plumbing Inspectors through written examinations.
8. Administered written and field examinations for candidates as Licensed Site Evaluators.
9. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Public Health Standards.

The issue:

The need for establishing levels of contamination which will not endanger the health of the general public is becoming an increasingly difficult and complex matter. With the advent of microprocessing and greater sophistication in analytical technology we are now able to detect the presence of contaminations in water at increasingly lower concentrations each day. Our new ability to detect contaminants, especially organic chemicals, coupled with a much grater awareness and fear on the part of the general public concerning the presence of these contaminants has placed a great emphasis on the need for standards which will reduce the risk of illness to negligible levels.

The response:

The setting of standards for drinking water quality is not a new phenomenon. Since 1973 the Department of Human Services has been promulgating regulations which set standards for drinking water quality in public water supplies. Although standards may change as knowledge of their health effects is updated, interestingly enough many of the inorganic chemical standards have not changed in over 20 years. Currently there are standards for bacteria, turbidity, 11 inorganic chemicals, 6 pesticides, and certain radiological contaminants (not including radon).

Bacteriological Standards—Coliform bacteria traditionally have been the bacteriological tool used to measure the occurrence and intensity of fecal contamination in stream-pollution investigations for nearly 70 years. The total coliform group is deemed to merit consideration as an indicator of pollution because these bacteria are always present in the normal intestinal tract of humans and other warm blooded animals and are eliminated in large numbers in fecal wastes. Thus, the absence of total coliform group bacteria is evidence of a bacteriologically safe water.

Turbidity Standard—The standard for turbidity is based upon knowledge that (1) particulate matter in water interferes with effective disinfection, (b) the maintenance of a low turbidity permits distribution with less likelihood of increasing taste and odor problems, (c) regrowth of microorganisms in a distribution system is often stimulated if organic matter is present, and (d) the maintenance of a low turbidity water throughout the distribution system will facilitate the provision of proper chlorine residual.

Chemical (Inorganic) Standards—In general, limits are based on the fact that the substances enumerated represent hazards to the health of man. In arriving at specific limits, the total environmental exposure of man to a stated specific toxicant has been considered. An attempt has been made to set lifetime limits at the lowest practical level in order to minimize the amount of a toxicant contributed by water, particularly when other sources such as milk, food, or air are known to represent the major exposure to man.

Pesticides Standards—With the exception of methoxychlor in which human stury data is available, the approval limits for chlorinated hydrocarbons in drinking water have been calculated primarily on the basis of the extrapolated human intake that would be equivalent to that causing minimal toxic effects in mammals. This extrapolated amount is then adjusted by a safety factor which is assigned based upon the degree of comparable human data available. This approach is also used for the determination of exposure levels for most other organic chemicals including the chlorophenoxy herbicides.

Radiological Standards—Radiological standards are based upon the assumption of a linear dose-response curve. From observed health effects produced from high levels of exposure we can then extrapolate low level standards at a point when the risk is deemed to be at an acceptable level. The actual concentrations of specific isotopes are then calculated based upon the capacity of that specific isotopes to produce that level of irradiation. Allowable annual doses from man-made radionuclides are set many times lower than that from the naturally occurring radionuclides.

LICENSES, PERMITS, ETC.:

Licenses:

- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps

  - Boys Camps
  - Girls Camps
  - Boys and Girls Camps
  - School Lunch
  - School Lunch and Catering
  - Class "A" Tavern
  - Vending Machine Location
  - Senior Citizens Meals
  - Eating Place Takeout
  - Tattooing Parlors
  - Narcotic Manufacturers
  - Compressed Air (for self-contained breathing apparatus)
  - Electrology
- Permit:
  - Mass Gatherings
- Certificate:
  - Local Plumbing Inspector
  - Site Evaluator
- Registration:
  - Swimming Pool
  - Bathing Beach
  - Ioning Radiation
- Approval:
  - Fluoridated Water Supply
  - Public Water Supply

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	66,169		66,169			
Health Benefits	2,976		2,976			
Retirement	10,296		10,296			
Other Fringe Benefits	340		340			
Other Contractual Service	25,963		25,963			
Rents	8,892		8,892			
Commodities	1,653		1,653			
Equipment	944		944			
Transfers to Other Funds	2,005		2,005			
TOTAL EXPENDITURES	119,238		119,238			

BUREAU OF HEALTH PLANNING AND DEVELOPMENT

GORDON A. BROWNE, DIRECTOR
MICHAEL REID, Ph.D., Director, Planning and Administration, Deputy Director

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144N; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 34 *Legislative Count:* 19
Organizational Units:
Division of Planning and Administration
Division of Data and Research
—Office of Vital Statistics
Division of Project Review

PURPOSE: The purpose of this program is two-fold. First, the State Legislature and the U.S. Congress have identified increases in the costs of health care as a cause of concern to them. This program is designed to restrain such increases through the careful review of proposals for new health care services and facilities to ensure that duplication and excess supply of certain services and facilities do not occur. The program has recently been directed to also promote competition in the health care sector where it can be shown to be a means of restraining the growth of health care costs. Second, the program aims to achieve the rational allocation of health care resources (facilities, services, personnel). This is to be accomplished through a complex planning process using the best available data. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine.* The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Bureau of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature amended the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.*) in 1982. The amended Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $350,000 or more or the provision of new services). The Bureau of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department adopted procedures under the Administrative Procedures Act for use by the Bureau in implementing the amendments to the Act.

During fiscal year 1981-82, the Bureau was administratively assigned responsibility for operation of the Office of Vital Statistics and for implementation of the provisions of 22 M.R.S.A. and 19 M.R.S.A. as they relate to the registration of vital statistics. The Office of Vital Statistics is described in the next section of this report.

ORGANIZATION: The Maine Department of Human Services was designated and funded as the State health planning and development agency in July, 1976 and has received continued state and federal designation and funding since then. The Bureau of Health Planning and Development was created to carry out the functions of the State Health Planning and Development Agency. Its first director was employed in November, 1976. The Bureau has three component divisions: Planning and Administration, Data and Research and Project Review. In February, 1982, operations and staff of the Division of Research and Vital Records, including the Office of Vital Statistics, were transferred into the Division of Data and Research.

The Maine State Health Coordinating Council (the Council) was established by Governor James Longley and held its first meeting in October, 1976. The Council has 29 members, with the following composition:

	Consumer	*Provider*	*Total*
Appointments by the Governor	17	11	28
Veterans Administration representative (ex officio)	0	1	1
Total	17	12	29

PROGRAM: The Bureau of Health Planning and Development is composed of three divisions; Planning and Administration, Data and Research and Project Review.

Division of Planning and Administration. During the Fiscal Year 1983-84, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees and planning subcommittees. Extensive research and coordination was required to assist the Council in its deliberations and decisions.

The Department continued its contract with the federal government whereby the Department assumed responsibility for administering the National Health Service Corps program in Maine. The Division of Planning and Administration was assigned the staff functions for implementing this contract. In 1983, the Legislature amended the Maine Medical Compact Act to give the Commissioner of Human Services responsibility for designating underserved rural primary care areas for purposes of forgiveness of medical students' obligations to the State. The Commissioner assigned the staff work for designation to the Division of Planning and Administration.

Division of Data and Research. A major function of this Division last year was continuing to develop core data needs for health planning and program management. Specific projects included vital statistics, population estimates and projections, demographic information, health status indicators, health care expenditure figures, health manpower and resource inventories, health facility utilization and occupational health profiles. The Division continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff also provided research, statistical and technical services within the Bureau and to other Bureaus in the Department. The Division administers the Maine Occupational Health Surveillance Project in cooperation with the National Institute for Occupational Safety and Health. The Division published a number of statistical reports and directories. The publication section of this report contains a partial list of titles.

Division of Project Review. This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 as amended and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During the calendar year 1983, the Division of Project Review processed 123 proposals for new health services and/or health care capital expenditures submitted for a proposed total of $57,505,065. Of those considered, 36 ($2,365,618) were not subject to full Certificate of Need review. The Department elected not to review 26 proposals ($4,739,386) which were only subject to review under provisions of Section 1122 of the Social Security Act. (An amendment to the Maine CON Act effective January 1, 1983 requires that the Department waive review of such proposals, unless they are also subject to CON review.)

A total of 46 full applications were processed, including 35 approved as submitted ($17,446,136), seven (7) approved after review staff negotiated $1,766,704 in cost reductions

($15,503,057), and two (2) applications undergoing formal review which were affected by the "elect not to review" amendment being implemented and were treated as approvals ($138,808), for a total of $33,088,001 in approved capital costs. Two (2) applications ($1,842,539) were disapproved.

A formal decision was not issued for 13 applications undergoing CON review. Five (5) complete applications ($4,769,181) were withdrawn by the sponsors, faced with recommendations from the Divison of Project Review that the proposals be disapproved. Eight (8) incomplete applications ($8,883,329) were automatically withdrawn after a 1-year inactive period, during which sponsors failed to address the Division's requests for additional information required to properly analyze financial and economic feasibility, need and other review criteria. Two (2) other applications ($50,307) were withdrawn by sponsors who decided not to develop their proposals.

The Certificate of Need review program, through disapprovals, agreed-upon reductions in project scope, and applications withdrawn for lack of conformity with review criteria and goals, reported $17,261,753 in capital costs avoided in the development of the health care system, or 30% of the total expenditures proposed.

LICENSES, PERMITS, ETC.:

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Bureau of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

State Health Plan for Maine*
Procedures Manual, Section 1122 of the Social Security Act, October, 1977—free
Maine Certificate of Need Procedures Manual, Amended—free
A Capsule of Health Information, 1982*
Maine Physicians—1982*
Maine Health Facilities: Resources and Utilization, 1981*
Maine Health Data Profiles for Primary Care Analysis Areas—1980*
Population Estimates for Minor Civil Divisions by County—1982*
Population Projections by Minor Civil Division, Sex, Age, and County: 1983-1992*
Prospective Reimbursement System Status Reports for Intermediate Care Facilities—1982*

*Limited number distributed free; additional printings available upon request at cost.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 446 *Legislative Count:* 509

Organizational Units:
Support Enforcement and Location Unit
Quality Control Unit
Fraud Investigation Unit
AFDC
Food Stamps
Medicaid Eligibility
General Assistance

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by 110th Maine State Legislature to be effective September 18, 1981.

Since March 29, 1982 all regional offices of Income Maintenance are directly responsible to the Office of the Director. Previously they were responsible to the Deputy Commissioner of Social and Rehabilitation Services.

PROGRAM: The most significant accomplishments of the Bureau during FY 84 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, fifty percent by the State Government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

PUBLICATIONS:

Policy Manuals—$5.00 per copy

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,777,280	645,115	204,016		1,928,149	
Health Benefits	148,977	30,394	12,671		105,912	
Retirement	431,754	102,097	29,682		299,975	
Other Fringe Benefits	15,933	3,168	965		11,800	
Computer Services—State	429,730	273,042			156,688	
Other Contractual Service	1,172,574	608,660	23,717		540,197	
Rents	47,590	19,650			27,940	
Commodities	14,690	4,326	341		10,023	
Grants—Subsidies—Pensions	90,165,032	34,629,272	11,110,917		44,424,843	
Equipment	18,471	2,160	8,321		7,990	
Transfers to Other Funds	51,297		7,072		44,225	
TOTAL EXPENDITURES	95,273,328	36,317,884	11,397,702		47,557,742	

OFFICE OF LEGAL SERVICES

JAMES E. SMITH, SENIOR ASSISTANT ATTORNEY GENERAL

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2226
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144L; *Citation:* 22 M.R.S.A., Sect. 2

PROGRAM: This unit did not submit an individual report. See Attorney General's report.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF LEGAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	427,083	186,387			240,696	
Health Benefits	19,336	9,160			10,176	
Retirement	40,707	12,218			28,489	
Other Fringe Benefits	1,639	751			888	
Computer Services—State	9,008				9,008	
Other Contractual Service	62,810	21,357			41,453	
Commodities	3,754	913			2,841	
Transfers to Other Funds	5,464				5,464	
TOTAL EXPENDITURES	569,801	230,786			339,015	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 154 *Legislative Count:* 175

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, and the State Employee Assistance Program.

PROGRAM:

The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Department of Human Services (DHS) is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

Affirmative Action Office. The Affirmative Action Officer is responsible for the Department's compliance with state and federal equal employment laws. She monitors the Department's Affirmative Action (AA) Plan, handles internal grievances, and represents DHS at administrative hearings when necessary.

In addition to periodic update meetings with supervisors, the Affirmative Action Officer is a trainer in Implementing Supervisory Practices and Performance Appraisal classes. She also participates in programs aimed at staff who are not supervisors, including Assertiveness Training, Listening Skills and Parent Effectiveness Training. A special component on dealing with sexual harassment, was built into the assertiveness program this year.

In 1983 DHS also began use of the expanded certification and coding system, coordinated by the Department of Personnel. This enables the AA Officer to monitor applicant flow and build an improved data base for affirmative action goals.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Service Audit Unit and the Health Care Audit Unit.

The Social Service Audit Unit completes audits of grants and contracts of the Bureaus within the Department and their funding sources as follows:

Bureau of Social Services—Title XX, USDA, and Residential Treatment Costs; Bureau of Maine's Elderly—Title III-C, SCEP, State L.D.'s, and PSSP; Bureau of Rehabilitation—OADAP, and Rehabilitation; Bureau of Health—Maternal and Child Welfare and WIC; Bureau of Medical Services—Medicaid Programs.

These grants and contracts represent a purchase of Social Service Agreement between non-profit provider agencies and the Department of Human Services. The audit verifies payment to agencies, determines that the purpose which the funds were expended were proper, and that the terms of the contract were observed. This audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Units audit hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and EPSDT units on an annual basis, for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. The settlements for the hospitals, home health agencies, boarding homes, skilled nursing facilities, and EPSDT units are all made on the Retrospective System. For the intermediate care facilities (ICF) and the intermediate care facilities for the mentally retarded (ICF/MR) reimbursement is made on the Prospective System where a rate is assigned by the Division of Audits in advance of the operating year based on a selected inflationary factor and the nursing home costs are limited to that basis as a maximum operating rate. These facilities are audited annually and any savings between the assigned rate and the actual operating rate is shared with the Department with the amounts being determined at audit. The Health Care Audit Unit is responsible for assigning these rates both on the Prospective System for the ICF and ICF/MR facilities and the Retrospective System for the skilled nursing facilities and boarding homes. The unit is also available to handle other specialized audits of Health Care Programs, such as, services provided by physical and occupational therapists, physicians, pharmacies, etc.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Departmental training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Departmental personnel who may serve as trainers, for brief periods. The Unit also maintains a continuously updated inventory of highly specialized contract trainers. Training programs are presented around the State, utilizing state facilities when possible. Programs are available to virtually every employee of the Department who participate in an annual needs assessment. The training topics cover such varied areas as basic skills and knowledge, career development, individual development as well as highly specialized programs such as Identification of Child Abuse, Legal Skills and Foster Parent training. Funds are available to support employee participation in undergraduate and graduate courses, external workshops, seminars and other educational programs. Attendance at such programs is recorded on a Staff Training Record System, and Continuing Education Units are awarded to help meet professional development needs.

Employee Assistance Program (EAP). The Employee Assistance Program provides confidential counseling services and can locate and identify related assistance for Maine State employees whose job performance, as a result of personal difficulties, has declined. The EAP is intended to aid those employees whose personal problems—of any nature—are having a detrimental effect on job performance. Since family concerns are as likely to have an effect on performance as are the employee's own personal problems, the program is also open to members of an employee's immediate family.

As a matter of policy, the State recognizes alcoholism as a progressive disease for which there is effective treatment. For purposes of this program, alcoholism is defined as an illness which definitely and repeatedly interferes with an employee's job performance and health. The State's concern with alcoholism is strictly limited to its effect on the employee's job performance. Whether an employee chooses to drink or not to drink is not of concern to the State.

The EAP does not in any way alter management's or a union's responsibility or authority. Employee participation in the EAP in and of itself does not affect employment or career advancement, nor does participation negate established disciplinary procedures.

The EAP is available to employees and their families, who are encouraged to use this resource on a voluntary basis for help with personal problems. In other cases, however, an employee's performance may deteriorate to the point that the supervisor recommends the employee see an EAP counselor to determine if the program can be of assistance. A supervisor would make this recommendation when existing procedures document that the employee's performance is declining. At this point, an EAP counselor meets with the employee, and attempts to identify the problem and suggest a means to solve it. In most cases, the EAP counselor serves as a link to existing community resources which can provide the specialized assistance he or she needs.

There will be no cost to the employee for the services provided by the EAP counselor. Outside counseling and related services will be made available to the participating employee at various costs. An employee's health insurance may cover all or part of the expenses of treatment received after referral. In other cases, community resources may base their fee schedule on a sliding scale, corresponding with ability-to-pay.

No records of counseling, diagnosis, referrals or results shall be maintained in the personnel records of individuals who avail themselves of assistance services.

Supervisors and employee representatives will be jointly trained in the principles and procedures of the EAP as well as during their on-going training. Non-supervisory employees will be familiarized with the program through orientation sessions, through contact with their supervisors and union stewards, and through management of labor notices.

FINANCES, FISCAL YEAR 1984. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,789,468	1,143,193	16,528		1,629,747	
Health Benefits	138,941	56,808	721		81,412	
Retirement	432,944	173,923	2,093		256,928	
Other Fringe Benefits	14,955	5,430	70		9,455	
Computer Services—State	168,457	57,852	—997		111,602	
Other Contractual Service	407,963	135,656	21,049		251,258	
Rents	75,015	1,789			73,226	
Commodities	158,890	6,828	5,418		146,644	
Grants—Subsidies—Pensions	7,614	109			7,505	
Buildings and Improvement	9,356				9,356	
Equipment	39,586		2,403		37,543	
Transfers to Other Funds	43,968		710		43,258	
TOTAL EXPENDITURES	4,287,157	1,581,588	47,635		2,657,934	

DIVISION OF MATERNAL AND CHILD HEALTH

JOHN C. SERRAGE, M.D., DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and children who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Medical/Dental Services Program. The eight projects and activities constituting this program were first considered as a program entity following the performance in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The eight sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below. The centrally operated sub-programs are: Crippled Children's Services, SSI Handicapped Children's Program, Medical Eye Care and Sudden Infant Death Syndrome Service. The grant-managed units are: Mental Retardation Project—Waterville and Lewiston Components, Handicapped Children's Program—Eastern Maine Medical Center, Children's Dental Project, and Rural Dental Project. In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program: Neonatal Intensive Care Center, Maine Medical Center and the Poison Control Center, Maine Medical Center.

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 81 were for the most part purchases from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling. In FY 81, the program served an estimated 7,000 persons if Medical Eye Care is included (or 2,500 if it is excluded).

In FY 81 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) to continue to implement changes recommended by the Federal review team, and Governor's Task Force on Maternal and Child Health as resources permit; (3) to have initiated the development of ongoing Program evaluation for use in planning and administration, to consist of the following major components: a. by means of a state-wide health status survey, collect and analyze prevalence data on crippling conditions of the whole Maine population and of the population under age twenty-one as a sub-group, in order to establish the population in need of Program services. Structure the survey to yield suitable data to define the eligible population (e.g., income, geographical distribution); b. devise a method for measuring the change in functional limitation of crippled individuals resulting from the provision of Program services by developing (or adapting) suitable rating procedures; c. determine the feasibility of converting all Program client records to a true problem-oriented record system, as a means of assuring that clients receive appropriate care.

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus upon the health of children, these services have an indirect affect on all Maine citizens as they reach adulthood. Primary responsibility for the delivery of MCH services rests upon Maine's 386 family physicians, 75 obstetricians and 83 pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's six family practice residency programs. Through its MCH Program, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they appear elsewhere in the country. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide these services where they are not available through the private sector.

For many years the Division of Maternal and Child Health received a large Title V grant and most of its efforts to affect health care were through the purchasing of services and awarding of funds to various agencies across the state. Because these Title V funds (now called the MCH Block grant) have been reduced, the awarding of these funds has become only one of the ways that the Division staff utilizes to achieve its goals. The Division staff also works through the encouragement of other agencies and individuals to pursue MCH health objectives and through direct activities of its own.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health program is described in the following under the headings of each of these services.

Prenatal Care. The Division, with both state and block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. Through a grant to the perinatologist at the Maine Medical Center, the Division of Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives.

Nutrition Counseling. The Division of Child Health employs a nutritionist who is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter *"Nutrition Notes"*.

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed which will be offered to the state's 16,000 Girl Scouts.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

Prenatal and Childbirth Education. The Division is encouraging the state's childbirth educators, a diverse group, to organize and will be providing them with continuing education and audiovisual materials.

Maternity Care. The Division of Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisied in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division of Maternal and Child Health is working with other interested parties to solve the problem of reimbursement of ambulance costs for transporting sick neonates. The Division of Child Health has included these costs on the Crippled Children's Program for eligible individuals and also granted a small amount to Maine Medical Center for ambulance costs.

Genetic Disease Screening. The Division of Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction. The Division funds parenting education classes, parent support groups and drop-in centers in York County, Portland, Skowhegan, Bath and southern Oxford County in FY 85. Other areas were funded in FY 84. The Division also has funded a series of regional courses to train parenting teachers. The Division has worked with the Bureau of Medical Serviceds to begin Medicaid funding of parenting education in three pilot sites—Sacopee Valley, the tri-county area and Aroostook County. The Division also funds public health nursing services in parts of the state to work with families at high risk of abusing or neglecting their children.

Routine Well Child Care. The Division of Maternal and Child Health through the Division of Public Health Nursing (DPHN) and through grants to other agencies funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment and immunizations. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Child Health advises the Director of the Bureau of Health on immunization related matters. In addition the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above.

Developmental Testing. The Division of Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. The Division of Child Health staff also manages grants for the funding of four regional Child Development Clinics in Lewiston, Waterville, Bangor and Portland. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Education and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D. D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have access to treatment facilities and intervention services after they have been diagnosed. The Division of Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the ICCPHC in an attempt to alleviate this problem.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women and to screen autistic children for the Fragile X Syndrome. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools.

Health Education. The Division of Maternal and Child Health funds three (3) personnel lines within the Division of Health Education. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to the Adolescent Pregnancy Coalition to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA.

School Health Services. The Division of Maternal and Child Health funds 2 school health education consultants in the Department of Education. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children.

Accident Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. While other Division programs are primarily concerned with primary and secondary prevention activities, the **Handicapped Children's Program** is treatment oriented and has two major components — the Crippled Children's Program and Child Development Clinics.

The Crippled Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to four Child Development Clinics, presently located in Bangor, Waterville, Lewiston and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health supplements Title X funding of family planning services (including pregnancy testing) for people who do not have access to other health professionals providing those services. Special attention is directed toward adolescents. The Division funds the Family Planning Association of Maine to provide public and professional education; employees of family planning clinics are encouraged to participate in DMCH educational activities. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Maternal and Child Health through support of Division of Public Health Nursing and through grants to other public health nursing agencies funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Maine's Child Safety Seat Program (brochure)
Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Genetic Counseling
Be Good To Your Baby Before It Is Born
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHILD HEALTH (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	558,287				558,287	
Health Benefits	23,318				23,318	
Retirement	86,751				86,751	
Other Fringe Benefits	3,611				3,611	
Computer Services—State	56,003				56,003	
Other Contractual Service	285,858				285,858	
Rents	19,095				19,095	
Commodities	80,069				80,069	
Grants—Subsidies—Pensions	616,550	5,000			611,550	
Equipment	2,919				2,919	
Transfers to Other Funds	17,485				17,485	
TOTAL EXPENDITURES	1,749,946	5,000			1,744,946	

BOARD OF REGISTRATION IN MEDICINE

JOHN B. MADIGAN, M.D., CHAIRMAN

Central Office: Eastside Professional Bldg., Augusta Rd., Winslow *Telephone:* 873-2184
Mail Address: R.F.D.#3, Box 461, Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 4 *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. In

1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven- numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held regularly in January, May and September. During 1983, two additional special meetings were held in March and December.

The Board held three public hearings in Portland, Bangor and Houlton to provide the public with the opportunity to testify and comment on proposed rules and regulations pertaining to complaints and disciplinary action.

The Secretary of the Board played an active role in Federation of State Medical Board (FSMB) activities. He was a member of the FLEX Test Committee, Finance Committee, the Task Force on the New Improved FLEX and the Board of Directors.

The Executive Secretary was Regional Coordinator for the Federation and Representative of Executive Secretaries on FSMB's Board of Directors.

Two representatives attended the Annual Meeting of the Federation and the Maine All Licensing Boards Conference.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. Now in its seventeenth year, FLEX has been adopted by all fifty states, the District of Columbia, the Virgin Islands, and the Canadian Province of Saskatchewan. It provides a uniform nationwide standard for medical licensure; it is conducted simultaneously throughout the country in June and December each year. Because of a serious security problem nationwide, the Maine Board canceled its December 1983 administration of the examination.

During calendar year 1983, a total of 361 medical doctors were issued permanent licensure to practice medicine in Maine: 214 by examination and 147 by endorsement of credentials. Twenty-seven physicians were granted reinstatement of their Maine license. Two hundred sixty-one temporary licenses were issued: 49 locum tenens, 65 camp licenses and 147 temporary educational permits for hospital residents.

Twenty-nine physicians were granted approval to supervise physician extenders; 21 physician's assistants were issued certificates of qualification and registration. On December 31, there were a total of 110 physician's assistants rendering medical services in Maine.

Registration and Continuing Medical Education. As mandated by the 109th Legislature, physicians actively practicing medicine in the State of Maine are required to complete 100 hours of continuing medical education (CME) in order to reregister with the Board. Illness or other extenuating circumstances are reasons for requesting an extension of time to complete the requirements. Physicians who do not actively practice medicine in Maine may be excused from completing CME requirements by submitting to the Board an affidavit certifying that they will not render medical services during the reregistration biennium.

On March 1, 1984, notices of reregistration were mailed to 5,342 licensees: 1,929 in-state practitioners and 3,413 practicing out-of-state. On June 30, 1984 3,759 licensees had reregistered, including twelve who had been granted extensions for completing their CME requirements. Fifty-one signed affidavits indicating that they would not practice medicine during the biennium beginning July 1, 1984 and were placed in inactive status. Twenty-eight withdrew their registration.

Board records show a total of 5,188 licensees: 1,904 in-state and 3,284 out-of-state.

Investigations and Actions. The Board of Registration in Medicine received complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board responds in varying degrees to each and every complaint and on its own motin may initiate investigations. A large proportion of complaints received are non-jurisdictional cases. These include fee disputes, patients trying to obtain access to their medical records or complaints against other professionals. In these cases, the Board tries to mediate a resolution, dismisses the complaint or refers it to the appropriate agency.

During 1983, fifty-eight complaints and/or reports were filed. Added to twenty cases pending from 1982, the Board considered a total of 78 cases, ten of which were pending on December 31, 1983.

The Board conducted three formal hearings and five informal conferences with licensees. It directed three licensees to submit to physical or mental examination, filed one complaint with the Administrative Court, accepted from three licensees their voluntary surrender of license, and revoked one license pursuant to 5 MRSA §10004. Four licensees were placed on probation, one was censured, four were issued advisories or admonitions; four applicants were denied licensure, and two were denied reinstatement.

In fourteen instances, the Board found no cause for action and dismissed the matter; in seven instances the case was closed without action. Three complaints were resolved by mediation and three were referred to other agencies.

Legislation. During the Second Regular Session of the 111th Legislature, Chapter 741 of the Public Laws, *An Act to Clarify the Licensing Authority of the Board of Registration in Medicine,* was enacted. It significantly changed the requirements for licensure to practice medicine in the State of Maine. As a result of these changes, we anticipate a considerable reduction in the number of applicants for licensure by examination, and a decrease in the number of applicants for licensure by endorsement of credentials.

Other Activities. Incoming and outgoing mail totaled 19,389 pieces: 8,439 incoming, 10,950 outgoing. In addition to routine tasks, the Board

—considered several requests from agencies and individuals for computerized listings of licensees from the Bureau of Health Planning; most requests were granted, some were denied;
—denied requests for exemptions to certain rules and regulations;
—obtained and reviewed information on the value of Chelation Therapy;
—obtained and reviewed information about and rendered an opinion on the interpretation of coronary angiograms;
—reviewed summaries of malpractice claims in Maine;
—rendered an opinion on colonic irrigation, i.e. that it is not considered to be the practice of medicine;
—obtained a second legal opinion to confirm the Board's view that foreign-chartered medical schools must be evaluated before graduates from those schools may be considered for licensure;
—voted to participate in a coalition of states to collect data about foreign medical schools;
—developed guidelines for investigating and processing complaints;
—determined that the gathering of medical information for insurance purposes is not considered to be the practice of medicine;
—considered requests for educational grants from one individual and one agency. The individual was denied; the agency was granted monies to develop and present Continuing Medical Education programs to Maine physicians located in rural areas.

LICENSES, PERMITS, ETC.:

License:
- License to Practice Medicine and Surgery
- Certificate of Reregistration
- License to Practice Medicine and Surgery as a Camp Physician
- License to Practice Medicine and Surgery as Locum Tenens
- Temporary Educational Permit
- Physician's Assistant Certificate of Qualification
- Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1982-1983 ($20.00)
(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)
(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)
Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants
(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	68,285		68,285			
Health Benefits	2,981		2,981			
Retirement	8,704		8,704			
Other Fringe Benefits	260		260			
Other Contractual Service	74,167		74,167			
Rents	10,913		10,913			
Commodities	2,653		2,653			
Grants—Subsidies—Pensions	10,000		10,000			
Equipment	975		975			
Transfers to Other Funds	7,587		7,587			
TOTAL EXPENDITURES	186,525		186,525			

BUREAU OF MEDICAL SERVICES

JAMES H. LEWIS, DIRECTOR

Central Office: Whitten Road Office Bldg., Hallowell *Telephone:* 289-2674
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1978 *Sunset Review Completed:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 138 *Legislative Count:* 152
Organizational Units:
- Central Administration
- Office of Medicaid Operations
  - Division of Medical Claims Review
  - Division of Patient Classification
  - Division of Surveillance & Utilization Review
  - Early and Periodic Screening, Diagnosis and Treatment Program
- Office of Survey Operations and Cost Containment Programs
  - Boarding Home Program
  - Division of Cost Containment
  - Division of Licensing and Certification

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most recent State fiscal year (FY 84) was approximately $220 million. The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Department's medical and health related programs were consolidated under the Office of Health and Medical Services. The Bureau was recently restructured and administers its activities through the following operational units: Central Administration; Office of Medicaid Operations—Division of Medical Claims Review, Division of Patient Classification, Division of Surveillance and Utilization Review; and the EPSDT Unit; Office of Survey Operations and Cost Containment Programs—Boarding Home Program, Division of Cost Containment, Division of Licensing and Certification. The Central Administration Unit provides the overall direction for the Bureau, coordinates the activities of the operational units, promulgates rules, maintains state plans and related documents, and oversees the activities necessary for fiscal accountability.

The Division of Medical Claims Review processed 2,687,093 claims during FY 84. This unit has developed and maintains a highly sophisticated automated claims processing system. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The Division of Patient Classification is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as, monitoring certain other services which relate to this population.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by the Department.

The Boarding Home Program is responsible for developing licensing standards and reimbursement policies for Maine Boarding Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Cost Containment is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

PROGRAM: Some of the Bureau's most significant accomplishments during FY 84 were: 1) Enrolled Medicaid recipients located in specific geographic areas of the State in Health Maintenance Organization (HMO); 2) Implemented a Medicaid Waiver to serve certain mentally retarded individuals at home and in the community; 3) Amended state plan to allow children under 18 who are disabled to remain at home and still be eligible for Medicaid; 4) Continuation of prompt payments to providers of health care services rendered to the approximately 134,000 eligibles under Maine's Medicaid Program during FY 84.

Medical Care Services. Approximately 134,000 Maine residents were eligible for Medicaid benefits during at least one month of FY 84. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 3,600 medical providers are enrolled in the program to provide the services. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68%.

Intermediate Care Services. This program is provided for eligible recipients who require nursing home care. During FY 84 the program provided reimbursement for 9,000 Aged, Blind or Disabled residents in the 140 Intermediate Care Facilities located throughout the state. An additional 700 recipients were residents in homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and/or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY 84 approximately 350 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Hospital, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility. Coverage of hospital services was discontinued effective May 1, 1984. Hospital services will be addressed by the Health Care Finance Commission.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for each prescription is required. Approximately 25,000 elderly Maine citizens received assistance in paying for an average of 10,000 prescription drugs per month during FY 84. Only life-sustaining drugs for heart disease, hypertension and diabetes are covered under this program.

Boarding Home Program. Consolidation of the Boarding Home Program within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,300 Maine residents in licensed boarding homes, and 2,000 receive financial assistance from the Department's Boarding Home Program.

LICENSES, PERMITS, ETC.:

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, State House, Augusta, Maine 04333 (Tel. 289-2606) or at Whitten Road Office Building, Hallowell, Maine.

(1) Hospitals
(2) Boarding Homes
(3) Skilled Nursing Facility
(4) Intermediate Care Facilities
(5) Intermediate Care Facilities for the Mentally Retarded

Application for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropractors

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

(1) Maine Medical Assistance Manual
(2) Regulations for the Licensure of General and Specialty Hospitals
(3) Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
(4) Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded
(5) Regulations Governing the Licensing and Functioning of Boarding Homes
(6) Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
(7) Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded

(8) Policies for Boarding Care Facilities on Cost Reimbursement
(9) Allowances for Health Care Services
(10) Billing Instructions for Health Care Providers
(11) Annual Fee Review

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,355,646	771,248			1,584,398	
Health Benefits	117,633	38,317			79,316	
Retirement	364,149	120,054			244,095	
Other Fringe Benefits	13,300	3,908			9,392	
Computer Services—State	1,345,960	425,534	33,629		886,797	
Other Contractual Service	1,933,009	1,460,222			472,787	
Rents	118,054	68,219			49,835	
Commodities	65,501	58,680	—25		6,846	
Grants—Subsidies—Pensions	217,967,720	67,990,984			149,976,736	
Equipment	9,746	8,255	43		1,448	
Transfers to Other Funds	52,155				52,155	
TOTAL EXPENDITURES	224,342,873	70,945,421	33,647		153,363,805	

STATE BOARD OF NURSING

BARBARA E. ROACH, R.N., PRESIDENT
JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-2921
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1983-84, the Board met in ten regular and two special sessions for a total of twenty days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1983-84, the examination for registered nurse licensure was administered on July 12-13, 1983 and February 7-8, 1984 and the examination for practical nurse licensure on October 18, 1983 and April 10, 1984.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1983—June 30, 1984

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	410	362	48	57	41	16
Other States	43	40	3	7	4	3
Other Countries	8	3	5	8	2	6
Total	461	405	56	72	47	25

*88.2% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1983—June 30, 1984

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	194	192	2	2	1	1
Other States	12	12	0	0	0	0
Other Countries	1	1	0	0	0	0
Candidates on basis of:						
Equivalent Preparation	62	62	0	0	0	0
Armed Serv. Med. Train.	0	0	0	0	0	0
Total	269	267	2	2	1	1

*98.9% of first time writers from Maine schools of practical nursing were successful.

NURSES LICENSED BY ENDORSEMENT
July 1, 1983—June 30, 1984

Registered Nurses		Licensed Practical Nurses	
From Other States	561	From Other States	133
From Other Countries:		From Other Countries:	
with examination	0	with examination	0
without examination	17	without examination	1
Total	578	Total	134

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1983—June 30, 1984

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	452	268
Endorsement	578	134
Renewal	11,495	3,810
Reinstatement	220	156
Total	12,745	4,468

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing, 1983*

During FY 84, site visits were made to four basic educational programs in nursing: Mercy Hospital School of Nursing, St. Joseph Hospital School of Nursing, Kennebec Valley Vocational Technical Institute School of Practical Nursing and Eastern Maine Vocational Technical Institute Practical Nursing Program. Site visits also were made to the University of Southern Maine School of Nursing's extended sites at the Fort Kent and Orono campuses. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the four basic programs in nursing and applied to the extended sites at the Fort Kent and Orono campuses the continuing accreditation of the University of Southern Maine School of Nursing.

Initial site visits were made to two new educational programs in nursing: Husson College/Eastern Maine Medical Center Baccalaureate Nursing Program and Northern Maine Vocational Technical Institute Associate Degree in Nursing Program. Based on the reports of the site visitors, both programs were granted initial accreditation.

Currently, Maine has seventeen Board-accredited educational programs in nursing: twelve to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follows.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; the Westbrook College Department of Nursing Education, Portland and the Northern Maine Vocational Technical Institute ADN Program, Presque Isle. A third type is the baccalaureate degree nursing program, which includes the University of Southern Maine School of Nursing, Portland, St. Joseph's College Department of Nursing, North Windham and Husson College/Eastern Maine Medical Center, Bangor.

Educational programs in practical nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

In FY 82, K.V.V.T.I. was given initial approval to implement a LPN to ADN Upgrade Program and, subsequently, graduated its first class of students in December 1983. Full approval will be sought by the School in FY 85.

Summary of Board Action. A brief summary of Board action in FY 83 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the examinations for registered nurse licensure and practical nurse licensure.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—devoted 2 days to reviewing drafts of test items for future licensing examinations.

—voted to adopt the procedure for election of officers, as revised.

—voted to approve the licensure applications for printing, as revised.

—voted to adopt Section 4 of Chapter 1 of Rules and Regulations related to renewal of license for registered nurses.

—voted to adopt Section 4 of Chapter 2 of Rules and Regulations related to renewal of license for practical nurses.

—voted to adopt Chapter 4 of the Rules and Regulations, DISCIPLINARY ACTIONS AND VIOLATIONS OF LAW.

—voted to adopt Chapter 7 of Rules and Regulations, STANDARDS FOR EDUCATIONAL PROGRAMS IN NURSING, as amended by Attorney General's Office.

—voted to authorize legal counsel to draft legislation re the disciplinary process and provision of subpoena powers for the Board.

—communicated to the Department of Human Services the Board's concerns re regulations being proposed related to "personal care assistants".

—voted that the Board's Committee on Nurse Associate Programs work with representatives of the nurse practitioner group to assess the relevance of possible revisions in Chapter 8 of the Rules and Regulations.

—appointed a Board Committee to develop a statement of philosophy and objectives and a code of ethics for Board members.

—appointed a Board Committee to address the problem of transmittal of physician orders through third parties.

—voted to adopt the December 1983 revision of its position statement on nursing education in Maine, including extensions of existing programs.

—voted to approve EMVTI's request for approval to continue to plan a career mobility program.

—voted to endorse the Bureau of Vocational Education's revised basic level nurse assistant curriculum.

—voted to publish in the Board's newsletter the licensure examination results for the individual schools.

—voted to support the concept of a jointly sponsored educational program with MSNA re the impaired nurse and recommended that the MLPNA be invited to participate.

—voted to conduct a forum with nursing service administrators to discuss issues of mutual concern.

—accepted an invitation from the Maine Council of Nursing Service Administrators to participate in a workshop re the impaired nurse.

—accepted an invitation from the Maine State Nurses' Association to be represented on its Task Force on Entry into Nursing Practice as an ad hoc member.

—voted unanimously to approve the proposal of the LPN/IV Therapy Committee to approve the proposal of the Committee re the administration of I.V. therapy by licensed practical nurses, as revised through public comments.

—voted to appoint a committee of experts in I.V. therapy to establish a standardized I.V. therapy course for licensed practical nurses to be submitted for Board approval.

—voted unanimously to initiate rule-making for the document, *Roles of Licensed Nurses in the Administration of I.V. Therapy,* as soon as a standardized course has been approved by the Board.

—responded to requests relating to questions on the scope or nature of nursing practice.

—requested the Board of Registration in Medicine to determine what the scope of authority of the physician assistant is re medication orders that are to be carried out by licensed nurses.

—voted to refer to the Board of Registration in Medicine a letter from a C.R.N.A. re the use of hypnosis.

—determined by consensus that, based on the LPNs educational background, it is not appropriate for an LPN to take telephone and/or verbal orders given by physicians.

—rules that simple suturing could be delegated by a physician to a registered nurse who has the required knowledge, skill and competence.

—ruled that the application of Unna Boots is within the scope of practice of the registered nurse.

—ruled that a registered nurse may perform arterial puncture and obtain blood from arterial lines when delegated by a physician, following formal training and supervised clinical practice, and when there has been mutual agreement by the nursing, medical and administrative staffs that registered nurses may perform such a procedure.

—responded to a question re the monitoring by licensed nurses of I.V. nitroglycerin drips on patients who are on general medical-surgical units.

—ruled that a registered nurse may remove and/or bi-valve casts if a physician chooses to delegate this task to a registered nurse who has recieved the proper training and is competent to perform this procedure.

—discussed the practice of lay-midwifery by licensed nurses and whether such practice is in conflict with the LAW REGULATING THE PRACTICE OF NURSING and Chapter 8 of the Rules and Regulations.

—determined that the procedure of defibrillation is not within the usual scope of practice of the L.P.N., but if the L.P.N. is ACLS certified, s/he may perform defibrillation under the delegation and supervision of the M.D. or the ACLS certified R.N. in an emergency situation.

—reviewed and took action on twenty-five (25) complaints of unsafe or illegal nursing practice, as follows: termination of probation (6); reinstatement with probation (3); probation (1); found no cause for action or took no action due to insufficient evidence (13),reprimanded (1); settlement agreement (3); accepted voluntary surrender of license (2); expressed concern re practice (1); requested suspension of license through Administrative Court (1); requested revocation of license through Administrative Court (1).

—held twenty-eight (28) informal disciplinary hearings and two (2) adjudicatory hearings.

—voted to approve the request of the National Council of State Boards of Nursing to disseminate its reported disciplinary data to the Council on Recertification of Nurse Anesthetists.

—concluded that Board members must use their own consciences in determining whether there is a potential conflict of interest between their roles as members of an organization serving nursing's interests vs. their roles as members of a Board that serves the public interest.

—authorized the Executive Director to accept appointment to the Disciplinary Task Force of the Board of Directors of the National Council of State Boards of Nursing.

—authorized the Assistant Executive Director to accept appointment to a Task Force to Study Commonalities of Licensure Requirements of the Member Boards of the National Council of State Boards of Nursing.

—was represented at the 1983 Delegate Assembly of the National Council of State Boards of Nursing held in Chicago, Illinois.

—was represented at the 1984 annual meeting of the Northeast Council of State Boards of Nursing held in Portsmouth, New Hampshire.

LICENSES, PERMITS, ETC.:

License:
- Registered Professional Nurse
- Licensed Practical Nurse
- Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)
- Law Regulating the Practice of Nursing
- Rules and Regulations of the Maine State Board of Nursing
- Standards for Educational Programs in Nursing

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	114,782		114,782			
Health Benefits	4,109		4,109			
Retirement	17,003		17,003			
Other Fringe Benefits	509		509			
Computer Services—State	11,432		11,432			
Other Contractual Service	47,645		47,645			
Rents	13,074		13,074			
Commodities	1,764		1,764			
Transfers to Other Funds	5,752		5,752			
TOTAL EXPENDITURES	216,070		216,070			

STATE BOARD OF OPTOMETRY

DAVID J. SMITH, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle *Telephone:* 762-2291
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769

Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 5 meetings during FY 84 on 7/15/83, 8/12/83, 12/2/83, 5/23/84, and 6/26/84. Maine Board Examinations were scheduled for July 21, 1984. The Board issued 154 active renewals, 63 nonactive and 46 auxiliary office licenses.

LICENSES, PERMITS, ETC.:
- License:
  - Optometrist
  - Diagnostic Drug License

PUBLICATIONS:
"The Maine Optometry Law", 1984—free on request

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,275		1,275			
Other Contractual Service	11,877		11,877			
Rents	150		150			
Commodities	431		431			
Equipment	650		650			
Transfers to Other Funds	1,307		1,307			
TOTAL EXPENDITURES	15,690		15,690			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD K. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: 151 Fogg Rd., Scarborough *Telephone:* 883-2306
Mail Address: 151 Fogg Rd., Scarborough, Maine 04074
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in June meeting 1982 to become effective January 1983, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.:
License:
To Practice, including Physician's Assistants
Certificate:
Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	800		800			
Other Contractual Service	8,727		8,727			
Transfers to Other Funds	2,028		2,028			
TOTAL EXPENDITURES	11,555		11,555			

PARTICIPATION REVIEW BOARD (TO MARIJUANA THERAPEUTIC PROGRAM)

VACANT, CHAIRMAN
VACANT, Research Associate

Central Office: 235 State St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1979 *Sunset Termination Scheduled to Start by:* September 14, 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 369; *Citation:* 22 M.R.S.A., Sect. 2405
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the Participation Review Board (to the Marijuana Therapeutic Program) is to review and approve or deny practitioners for participation in the program. A practitioner who has been approved for participation may prescribe marijuana to only those patients who are undergoing cancer chemotherapy or suffering from glaucoma and are in a life-threatening or sense-threatening situation, and who are not responding to conventional treatment or who are suffering severe side effects even though conventional treatment is proving effective.

ORGANIZATION: The Commissioner of Human Services, appoints the Participation Review Board to review practitioners for participation in the program. The board serves at the commissioner's pleasure and consists of: a physician licensed to practice in this State and certified by the American Board of Ophthalmology; a physician licensed to practice in this State and certified by the American Board of Internal Medicine and also certified in the subspecialty of medical oncology; and a physician licensed to practice in this State and certified by the American Board of Psychiatry. Members of the board may be reimbursed for their attendance at meetings at the rate of $40 per day.

PROGRAM: Because the National Cancer Institute, the U.S. Food and Drug Administration, the Drug Enforcement Administration and the National Drug Abuse Administration have not approved the States protocol, no physician is qualified to dispense marijuana under the State program. Resultantly the Board has not met or conducted any business.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

DENISE F. DOYON, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 207-783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 84, the Board of Commissioners of the Profession of Pharmacy licensed 906 pharmacists (899 the previous year), 24 qualified assistants (decrease of 2 from last year), and issued 296 pharmacy licenses (as compared to 262 last year). Reciprocity was granted to 31 pharmacists in comparison to 19 last year. Of the 4 taking the examination in January, all successfully passed the NABPLEX. 26 took the examination in June—the results are not available at this time. 53 Inactive Registered Pharmacists (a new legislative category 3 years ago) were registered compared to 41 last year. 122 wholesale registrations were issued compared to 115 last year.

The Board met 10 times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., in the Knox Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. This meeting schedule was started in February. During the year, the Board sent two notices to all registered pharmacists in the State of Maine. Subjects addressed were Continuing Education and Prescriptions written on hospital prescription blanks.

The laws relating to pharmacy Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request at no charge as well as being placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the ninth year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

LICENSES, PERMITS, ETC.:

- License:
  - Pharmacy
  - Pharmacist
  - Assistant Pharmacist
  - Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1981—Free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,103		34,103			
Health Benefits	1,147		1,147			
Retirement	3,508		3,508			
Other Contractual Service	25,996		25,996			
Other Fringe Benefits	90		90			
Rents	719		719			
Commodities	623		623			
Transfers to Other Funds	3,002		3,002			
TOTAL EXPENDITURES	69,188		69,188			

EXAMINERS OF PODIATRISTS

TERENCE ALBRIGHT, D.P.M., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: Eastside Professional Bldg., Rt. 201, Augusta Rd., Waterville
Telephone: 873-2184
Mail Address: Eastside Professional Bldg., RFD#3, Box 461, Waterville, Maine 04901
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary- treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: The Board met three times as required by statute: in July and November 1983 and in March 1984.

During FY 84, 5 podiatrists were examined and licensed.

For the first time in the history of the Board and as mandated by Public Law 1981 Chapter 206, podiatrists who were actively practicing podiatric medicine in the State of Maine, in order to be eligible for reregistration, were required to submit evidence of having completed a program of continuing education as prescribed by rule and regulation.

Fifty-five notices of renewal were mailed to registrants. Fifty licensees reregistered, four licenses lapsed, one was placed in inactive status.

On June 30, 1984, a total of fifty-five podiatrists were in the Board's active file.

One investigation was referred to the office of the Attorney General. The matter was resolved by correspondence from the Attorney General's office to the individual who allegedly was advertising chiropody services without holding a license to do so.

Legislation was enacted in 1983 standardizing the disciplinary proceedings of Health Profession Licensing Boards, including the Board of Examiners of Podiatrists. Also enacted was legislation requiring Physicians, Chiropractors and Podiatrists to post their policy regarding their acceptance of Medicare Assignments.

In addition to routine matters, the Board ruled that:

—podiatrists may not provide podiatric services at Ski Shops
—reviewed information about organizational changes at the office of the Federation of Podiatry Boards
—reviewed guidelines for preceptorships in podiatric medicine developed by the Council on Podiatric Education of the American Podiatry Association.

LICENSES, PERMITS, ETC.:
License:
License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:
Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	350		350			
Other Contractual Service	550		550			
Transfers to Other Funds	748		748			
TOTAL EXPENDITURES	1,648		1,648			

OFFICE OF PROGRAMS (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse.

PUBLICATIONS:

1983 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation--free

OFFICE OF PUBLIC AFFAIRS AND COMMUNICATIONS

THOMAS R. LaPOINTE, DIRECTOR
ROY A. WHITCOMB, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3707
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144C; *Citation:* 22 M.R.S.A., Sect. 3

PURPOSE: The Office of Public Affairs and Communications maintains regular contact with the news media, produces informational pamphlets explaining department programs in health, medical and social service program areas, advises and consults with program managers on communications with the public, publishes a department newsletter, prepares department information on legislative matters and maintains audio-visual equipment for department wide use.

PROGRAM: The function of the Office of Public Affairs and Communications maintains regular contact with the news media; produces informational pamphlets explaining departmental services or educational programs in the field of health care and social services; consults and advises program managers on communications methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

PUBLICATIONS:

Maine Health Promoter, Epigram, Lab Gab, Straight Talk, EMS Newsletter, Health Engineers, Foster Parents Newsletter, Newsquarter, Dental Line, DHS Directory, Children's Deaths in Maine—1976-1980 Final Report ($3.00), America's Children—Powerless and in Need of Powerful Friends ($7.00). All publications are free unless otherwise noted.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, Dr. P.H., DIRECTOR
VACANT, Assistant Director

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1902 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 1

PURPOSE: The primary function of the Division is to provide laboratory support services to Bureau of Health programs. Other functions are to provide a Laboratory Improvement Program, which establishes standards for and advises/inspects/certifies clinical and environmental (water testing) laboratories; and to provide laboratory support to other state agencies when requested.

ORGANIZATION: The Public Health Laboratory is a division of the Bureau of Health. It is a unit of many disciplines, organized into four basic areas: (1) clinical microbiology (virology, mycobacteriology, bacteriology, mycology and parasitology), (2) drinking water testing (microbiological and chemical), (3) chemistry-toxicology (blood alcohol, pesticide, radiation, toxicology), and (4) Laboratory Improvement.

PROGRAM: In FY 84, the Laboratory provided laboratory support to the following Bureau of Health programs:

Program Supported	*Support Activities*
Immunization	Rubella-screening and diagnosis. Rubeola, pertussis and mumps diagnosis. Distribution of immunization products.
Epidemiology-Disease Control	Screening, diagnosis and test of cure for bacterial, mycobacterial, viral, mycotic and parasitic diseases.
Tuberculosis Control	Sputum and urine smears for AFB. Sputum culture for T.B. and other mycobacteria. Sensitivity testing against chemotherapeutic agents. Distribution of chemotherapeutic agents.

Sexually Transmitted Disease Control	Gonorrhea screening, culture and test of cure. Syphilis (serologic) screening, diagnosis, and test of cure. Herpes culture and serology Chlamydia culture. Distribution of treatment drugs.
Genetic Diseases	Hypothyroidism. Phenylketonuria (PKU) Maple Syrup Urine Disease. Homocystinuria. Galactosemia. Tyrosinemia.
Child Health	Screening and diagnosis of diseases. Erythroprotoporphyrin and Blood Lead analysis.
Environmental Health Unit	Bacteriological testing. Chemical testing (nitrates, nitrites, chlorides, hardness, heavy metals, fluorides). Microscopic analysis (asbestos, parasites). Toxic chemical residues (pesticides, hydrocarbons and other agents).
Drinking Water	Coliform and other bacteria. Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals). Trihalomethanes. Herbicides and pesticides. Certification of private water labs. Radon
Occupational/Radiological Health	Environmental radiation monitoring (Wiscasset and other reactors—foods, milk, seaweed, etc.). Wipe testing. TLD meters. Organic vapors. Atmospheric gases and dusts. Asbestos. Pesticides/herbicides.

In addition, the Laboratory provided services to other state agencies during FY 83, including: (1) harness racing toxicology (drug detection) for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3)toxicology for the Chief Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood and breath alcohol analysis and certification of blood/breath alcohol analysts and breath alcohol analyzers for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Agriculture and Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) arson testing for the Department of Public Safety; and (10) Clinical Laboratory inspection and consultation for the Division of Licensing and Certification, Bureau of Medical Services.

Clinical diagnostic services are provided to local health departments, private physicians, hospitals, and other health care providers. These services are in the fields of bacteriology, virology, mycobacteriology, mycology, parasitology and serology. Rabies diagnosis in animals is performed at the request of physicians and veterinarians, when an exposure or risk is indicated.

Drinking water safety testing is provided to private well owners and also to public water supply companies. The current concern over radon (a radioactive element) in deep well water has generated a great deal of demand for this test.

Public awareness of environmental pollution has continued to increase, resulting in additional requests for testing for toxics such as pesticides and herbicides, hydrocarbons, volatiles, and PCB's. The legislature has taken a new initiative in providing help in testing to private well users threatened by serious contamination (PL 1984, Chapter 837). This law provides increased resources for the Public Health Laboratory to do such testing and will substantially increase the lab's workload, especially in the toxics area. Such changes will continue to shape the lab's future directions.

Financially, the fee-for-service system continues to be the major source of funding for the Public Health Laboratory. Over 65% of the Lab's expenses were funded from this source in FY 83. The remainder of the expenses are funded by state (32%) and federal (3%) sources. The Lab continues to be challenged by the need to cover the cost of its operation while keeping charges low enough to serve a public health and public service function.

LICENSES, PERMITS, ETC.:

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Alcohol Analyst
- Drug Analyst
- Breath Alcohol Testing Equipment
- Water Testing Laboratory

PUBLICATIONS:

LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $1,170,135.56 in FY 84 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect 1961
Average Count—All Positions: 60 *Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of 3 full-time professional (2 consultants, 1 director) and three clerical central office staff and fifty-five full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division is involved in programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing in community health.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 82 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (seven locations) and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards- setting for nursing practices in the field, and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect 3

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3) fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,606,937	6,783,487			7,823,450	
Health Benefits	794,404	358,502			435,902	
Retirement	2,272,052	1,055,053			1,216,999	
Other Fringe Benefits	90,287	31,798			58,489	
Computer Services—State	163,211				163,211	
Other Contractual Service	2,328,838	1,222,391			1,106,447	
Rents	1,374,783		435,111		939,672	
Commodities	80,205	25,513			54,692	
Grants—Subsidies—Pensions	43,994	18,835			25,159	
Buildings and Improvement	909				909	
Equipment	150,799	67,539			83,260	
Transfers to Other Funds	187,265		4,416		182,849	
TOTAL EXPENDITURES	22,093,684	9,998,229	4,416		12,091,039	

BUREAU OF REHABILITATION

DIANA SCULLY, DIRECTOR
VACANT, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 279 *Legislative Count:* 100

Organizational Units:
- Disability Determination Services
- Office of Deafness
- Vocational Rehabilitation Services
- Div. of Welfare Employment
- Driver Education Evaluation Program

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to learning impaired and to visually handicapped individuals, including the prevention of blindness. The Bureau also administers an evaluation and education program for people convicted of operating under the influence (OUI), and a program of education, training, and job placement for welfare recipients to enable them to become self-sufficient. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, the Driver Education Evaluation Program in 1976, Office of Deafness in 1982, and Division of Welfare Employment in 1984.

All of these programs have the goal of assisting handicapped and disadvantaged people to function at their highest level of potential.

PROGRAM: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. The major goal of Vocational Rehabilitation (VR) Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies.

Under the auspices of vocational rehabilitation, the Bureau also provides special emphasis programming for the severely disabled. Special services include transitional housing for the mentally ill, mentally retarded, physically handicapped; transitional employment for the mentally ill; van and home modifications for the physically handicapped; computer programmer training; and, self employment.

The Bureau also supports three additional special service areas: Social Security Disability (SSDI) and Supplemental Security Income (SSI); Independent Living programs; and Facility Services. The intent of vocational rehabilitation of SSDI and SSI beneficiaries is to enable them to become employed at a level that removes the need for continued public support. The Independent Living programs allow severely disabled people to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family. Facility Services are implemented through grant awards and fee-for-service agreements with private non-profit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment, and prepare handicapped people for the job market.

In the context of providing services to handicapped people and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilitation Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the locational and registration of blind persons, and the provision of special services to blind children ages 0-21. The division also provides vocational guidance and training of the blind, including the instruction of adult blind in their homes. Other services include placing blind persons in employment, including installing vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting the blind in marketing the products of home industries, and providing other social services.

Office of Deafness. The Office of Deafness was administratively established by the Department of Human Services to provide a program of services to deaf and hearing impaired people. The office maintains an up to date registry of deaf persons, and operates "hearing dog" and interpreter service programs. Teletypewriter devices for the deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs". In addition, any eligible deaf or hearing impaired person may receive the full range of vocational rehabilitation services required to meet individual needs.

Division of Welfare Employment (DWE). This division offers an array of employment related services designed to enable welfare recipients to become self-sufficient and to eliminate their dependency on public assistance. Services to the division are designed to define an individual's employability, and to meet their employment related needs for education, training, and support services. The program teaches job search skills, develops and reinforces a positive self-image, trains people to perceive job interviews from the employer's point of view, provides education and skill training, and maintains job seekers support groups. The division also has the authority to use creative use of federal and state subsidies for employers and for welfare recipients seeking jobs.

Division of Driver Educational Evaluation Programs (DEEP). The goal of the division is to reduce the incidence of drinking and driving on Maine highways and the number of fatalities resulting from alcohol related crashes.

The program provides separate adult and teen programs. The programs are designed for adults and teens whose license is suspended for drinking and driving. An educational experience is based upon the effects of alcohol and driving skills and other relevant factors concerning alcohol use/abuse in adult and teen groups. Each person is individually assessed to determine drinking behavior. If it is determined through preliminary assessment, using established criteria, that the person is referred to an approved agency or private provider for evaluation and, if necessary, treatment.

Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,902,196	355,671			3,546,525	
Health Benefits	203,436	17,831			185,605	
Retirement	609,057	54,923			554,134	
Other Fringe Benefits	19,440	1,814			17,626	
Computer Services—State	52,368	38,209			14,159	
Other Contractual Service	1,337,041	327,712	12,507		996,822	
Rents	305,366	209,129			96,237	
Commodities	45,911	12,260			33,651	
Grants—Subsidies—Pensions	5,077,769	816,923	64,198		4,196,648	
Buildings and Improvement	284,449				284,449	
Equipment	102,544				102,544	
Transfers to Other Funds	76,777		138		76,639	
TOTAL EXPENDITURES	12,016,354	1,834,472	76,843		10,105,039	

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2971
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308
Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979 by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Governor from the federal government and assigned to the bureau which has resulted in services to approximately 1,100 Indo-Chinese and Cuban-Haitian refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability project is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately $4 million in state and federal funds including the SSBG, IV-B, and IV-E. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case situations, approval of certain regional requests, abortions for committed children, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

Division of Adult Services. This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

Division of Purchased and Support Services. This division is responsible for the administration of more than $12 million in state, federal, and local funds under the SSBG and the state Priority Social Services Act. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

LICENSES, PERMITS, ETC.:

- Licensing Unit
  - License:
    - Children's Homes
    - Children's Residences
    - Day Care Centers (for Non-Recurring Clientele)
    - Family Day Care
    - Group Day Care
    - Nursery School
    - Child Placement Agency

PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs—Fee Undetermined.

Annual Statewide Child Welfare Services Plan

Refugee Resettlement Plan

Adult Services Annual Plan

Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,919,962	1,131,904			788,058	
Health Benefits	88,912	44,930			43,982	
Retirement	291,701	168,692			123.009	
Other Fringe Benefits	9,093	5,140			3,953	
Computer Services—State	127,009	126,378			631	
Other Contractual Service	557,554	353,362	37,585		166,607	
Rents	13,964	10,888	1,945		1,131	
Commodities	30,164	6,582	1,321		22,261	
Grants—Subsidies—Pensions	17,237,654	11,303,312	2,000		5,932,342	
Equipment	3,044	1,978	1,066			
Transfers to Other Funds	45,551		1,934		43,617	
TOTAL EXPENDITURES	20,324,608	13,153,166	45,851		7,125,591	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR
LORRAINE GERARD, Deputy Registrar

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3181
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 11 *Legislative Count:* 19

PURPOSE: The Office of Vital Statistics was established to maintain a state-wide system for the registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the registration of Vital Statistics.

ORGANIZATION: The State Registrar is selected by the Commissioner of Human Services in accordance with appropriate standards of education and experience. In February, 1982, operations and staff of the Office of Vital Statistics were transferred to the Bureau of Health Planning and Development.

PROGRAM: The Office of Vital Statistics manages the State vital statistics system, provides vital records services for the general public, and prepares reports on the vital statistics of the State. In fiscal year 1983-1984 the Office of Vital Statistics continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; completed and published Maine Vital Statistics, 1982; continued a special project to review the files of vital records for the years 1892-1956 to correct misfilings and to film records for security purposes and to make them more readily accessible for persons engaging in genealogical research; completely revised the computer systems for all types of vital records; and fully implemented a new two-part birth certificate in which confidential health and medical information is reported directly to the Office of Vital Statistics.

PUBLICATIONS:

Maine Vital Statistics, 1982*

*Limited number distributed free; additional printings available on request at cost.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

DIVISION OF WELFARE EMPLOYMENT

SARAH SHED, ACTING DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: November, 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144G; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 64 *Legislative Count:* 64

PURPOSE: The Commissioner created the Division of Welfare Employment in November 1981 to carry out state and federal laws, regulations and policies concerning the employment, education and training of welfare recipients. In addition, the Commissioner sought to develop new approaches and programs to address the employment needs of welfare recipients.

ORGANIZATION: The Division of Welfare Employment is located within the Bureau of Rehabilitation. In addition to seven central office staff, 57 staff are located in regional offices (Portland, Lewiston, Augusta, Bangor and Presque Isle) and various itinerant points throughout the State.

The largest program within the Division is the Welfare Employment, Education and Training Program (WEET). This statewide program provides assessment, counseling, education and training referral, supportive services referral, job search assistance, job development, and resource development to recipients of Aid to Families with Dependent Children (AFDC). WEET is authorized by Part IV-C of the U.S. Social Security Act and by Maine Public Law 1981, Chapters 512, 617, and 730.

The Division also operates two other statewide programs for AFDC recipients: The Employment Search Program under Title IV-A of the U.S. Social Security Act and a grant diversion program known as Training Opportunities in the Private Sector (TOPS) under Title IV-A and pursuant to Maine Public Law 1983, Chapter 466.

The Division also operates an Employment Search Project for Food Stamps recipients in five Maine towns: Portland, Lewiston, Augusta, Bangor and Presque Isle. This program is authorized by Federal Food Stamps Law.

Finally, the Division has responsibilties concerning the employment of refugees and recipients of general assistance.

PROGRAM: A description of these four programs follows:

WEET Program. In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a consensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing philosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET staff provide the following services to AFDC recipients:

—WEET staff work closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;

—WEET staff provide job search assistance, on both a group and individual basis, to AFDC recipients;

—WEET staff function as case managers, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and

—WEET staff also function as advocates to ensure the availability of and accessibility to services and opportunities for AFDC recipients.

Food Stamps Project. The Food Stamps Project went into effect in January, 1983. The Division of Welfare Employment was awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program involving employment search for Food Stamps recipients.

The Division operates group employment search sessions for Food Stamps recipients in the 5 areas in which its regional offices are located. The group employment search approach includes both instruction and practical experience in identifying and securing a job. The approach:

—teaches job search skills;

—develops and reinforces a positive self-image;

—considers interviews from the employers' point of view;

—provides supervised telephones from which clients make their own job development calls; and

—establishes a job seekers' support group.

TOPS. The purpose of TOPS is two-fold: first, to promote the transition of long-term AFDC recipients with a sporadic work history to unsubsidized jobs, primarily in the private sector; and second, to reduce the AFDC caseload, thereby creating welfare savings. The major feature of TOPS is AFDC grant diversion. Grant diversions is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenance funds into wage subsidies to create jobs and training positions.

Employment Search Program. Participation in the Employment Search Program enables the Division of Welfare Employment to use AFDC funds to pay for some of the costs associated with both individual and group job search for AFDC recipients.

PUBLICATIONS:

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

Training Opportunities In The Private Sector, A Welfare Grant Diversion Proposal by the State of Maine, July 1983.

Employment Search Project, A Job Club Proposal for Food Stamps Recipients in the State of Maine, September 1982.

A Report on Maine's Welfare Employment Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

All publications are free and available from the Division of Welfare Employment.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HUMAN SERVICES COUNCIL

REP. EDWARD C. KELLEHER, CHAIRMAN
ROBERT A. FRATES, Executive Director

Central Office: 2 Central Plaza, Augusta; *Floor:* 2 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Requiree by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on human services activities such as education, energy, income, medical, and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing social services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Services Council was established in 1974. It consists of seventeen members representing the Legislature, nongovernment organizations, citizens-at-large, private groups and local public agencies concerned with human services. Members, except those representing the Legislature, are appointed by the Governor, for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council. In April 1984, the Council recognized its 10th Anniversary.

PROGRAM: During the year ending June 30, 1984, the Maine Human Services Council continued activities to improve programs in low income energy assistance, weatherization, health, mental retardation, income supplementation and social services. Work concentrated on programs of the Departments of Mental Health and Mental Retardation, Human Services, and the Division of Community Services. Priority activities of this independent board continue to be policy/budget/legislative analyses and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Council adopted goals and objectives at its October 1983 annual meeting. Major efforts concentrated on encouraging improved policy and budget development through the Maine Social Services Plan, streamlining computer-based information processing, meeting the current needs for income, medical and social services, and performing budget/policy analysis.

Meeting the Current Needs of People. The Council carried out this goal by encouraging administrative and legislative action to enact adequate financing of programs, and amendments to current law. Priority budget items, recommended to the Governor and Legislature included: aid to families with dependent children, catastrophic illness, general assistance and community support services for mentally retarded adults over age 20. Other major legislative activities supported were home based medical care and rape crisis intervention centers.

Social Services Budget and Policy Development. A major Council goal was achieved through implementation of 5 MRSA, chapter 148-A and Governor Brennan's Executive Order 15 FY 82/83. Both documents set forth guidelines for preparing a unified Maine Social Services Plan. Briefly stated, the guidelines:

- Encourage cooperation among the Departments of Mental Health and Mental Retardation, Human Services, and the Division of Community Services;
- Mandate advance and continuing public participation in social service policy making;
- Require preparation and presentation to the Legislature of an annual Maine Social Services Plan pursuant to an identified timetable; and
- Specify the Plan shall contain program descriptions and expenditure data in a comparative, easily understood format.

The Council assisted with preparation of these budget and policy documents through two groups: a 1983, and a 1984, Maine Social Services Plan Task Force. The 1983 task force assisted with establishing the content and format of the first plan published February 8, 1984. The 1984 task force is advising on preparation of the second plan by facilitating citizen input through public policy forums. Citizen views on the need for social services were obtained through 7 forums, 96 pages of written testimony, 70 public comment sheets, and 912 citizen surveys. Forums were held in Presque Isle, Bangor, Waterville, Rockland, Auburn, Portland, and South Paris.

An Executive Summary of Social Service Needs and Finances is now being prepared to record the citizen input. It is hoped the summary will be used as a basis for future budget and policy development.

Streamlined Information Processing. Other Council objectives were to improve administrative support for front line workers, simplify access to services for clients, and improve program administration by refined use of computers. The Council is assisting a study of streamlined information processing by the Legislative and Executive Branches. The study is reviewing the feasibility of establishing a Maine Client Centered Information Network (CCN).

Budget and Policy Analysis. Information and recommendations were provided to the public, agencies of the Executive Branch and the Legislature. Topics covered include accounting practices and single audits, general assistance, medicaid and social services to children. This goal focused on the Departments of Human Services, Mental Health and Mental Retardation, and the Division of Community Services.

Families and Children's Services. The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to provide Aid to Families with Dependent Children with unemployed parents. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet education, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Council monitored the development and execution of contracts for human services between state departments and community agencies. The Council worked to promote improved contract administration and greater accountability of services. Efforts toward these objectives will continue in the coming year, particularly by encouraging further use of a single audit of multiple contracts administered by one community agency.

PUBLICATIONS:

Child Abuse and Neglect Report (free)
Maine's Hidden Poor in Substandard Housing (free)
Statement of Concern on the Budget Process, 1978 (free)
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980 (free)
Neighbors Helping Neighbors With Energy-Resource Packet (free)
Food Stamp Report (free)
Maine Social Services Plan Task Force Report, 1984 (free)

FINANCES, FISCAL YEAR 1984: The following financial dispiay was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICESCOUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	59,266				59,266	
Health Benefits	3,296				3,296	
Retirement	9,011				9,011	
Other Fringe Benefits	262				262	
Other Contractual Service	31,343	18,100			13,243	
Rents	8,735	8,735				
Commodities	394	344			50	
Transfers to Other Funds	699				699	
TOTAL EXPENDITURES	113,006	27,179			85,827	

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: None
Mail Address: 9 Libby Street, Pittsfield, Maine 04967—Attn: Chuck Cianchette
Established: April 1980
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The specific responsibilities of the Commission, as provided for in the Maine Settlement Act, fall under four general areas:

1. Review the effectiveness of the Maine Settlement Act and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. In essence, to monitor the effectiveness of the settlement and make reports and recommendations for the two Tribes and the State of Maine. Those reports are intended to identify means of improving the relationship between the Tribes and the State and see that all aspects of the agreement are fully implemented.
2. If either Tribe wishes to add land to its Indian Territory, it would require the recommendation of the Commission and an act of the Legislature. Similarly, the Implementing Act provides for the establishment of extended Reservations. In situations where 25 or more Tribal members are living on Indian Territory and wish to extend the Reservation to that portion of their Indian Territory, the Commission can be called upon to review their petition, establish boundaries for that reservation, and make recommendations to the Legislature on the desirability of establishing an extended Reservation.
3. Regulate fishing on certain bodies of water which are adjacent to Indian Territory, issue fishing licenses for these water bodies, and charge fees for fishing in those waters, except that no fees can be assessed on the members of the Penobscot or Passamaquoddy Tribes. Regulations must be adopted under the Administrtive Procedures Act of the State and such regulations must be posted at these waters.
4. Undertake studies and make recommendations to the Commissioner of Inland Fisheries and Wildlife with respect to the implementation of fish and wildlife management policy on non-Indian lands in order to protect fish and wildlife on lands and water regulated by the Passamaquoddy Tribe, the Penobscot Nation, and the Commission.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation and a chairman to be selected and approved by a majority vote of the Commission. The members of the Commission other than the chairman shall each serve for a term of 3 years and may be reappointed.

PROGRAM: The Commission is developing procedures which will identify the process by which issues shall be brought before the commission for its consideration. Currently, the highest priority for the Commission is to develop a process for considering tribal requests to extend those lands eligible for inclusion in Indian Territory. The Commission primarily focused its attention on reviewing and making recommendations to the Legislature on several bills drafted by the Governor's Office, the Penobscot Nation, and Passamaquoddy Tribe. They recommended that the chairmanship of the Commission be opened up to any Maine citizen; the Tribes be given an additional two years in which to purchase Indian Territory lands; and lands already purchased by the Penobscot Nation in Williamsburg be included in Indian territory. The Legislature enacted all of these recommendations except the last one.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $2,508 in FY 84 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife. State support was contributed by the State Planning Office, with clerical services from the Department of Inland Fisheries and Wildlife and the Department of Environmental Protection.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

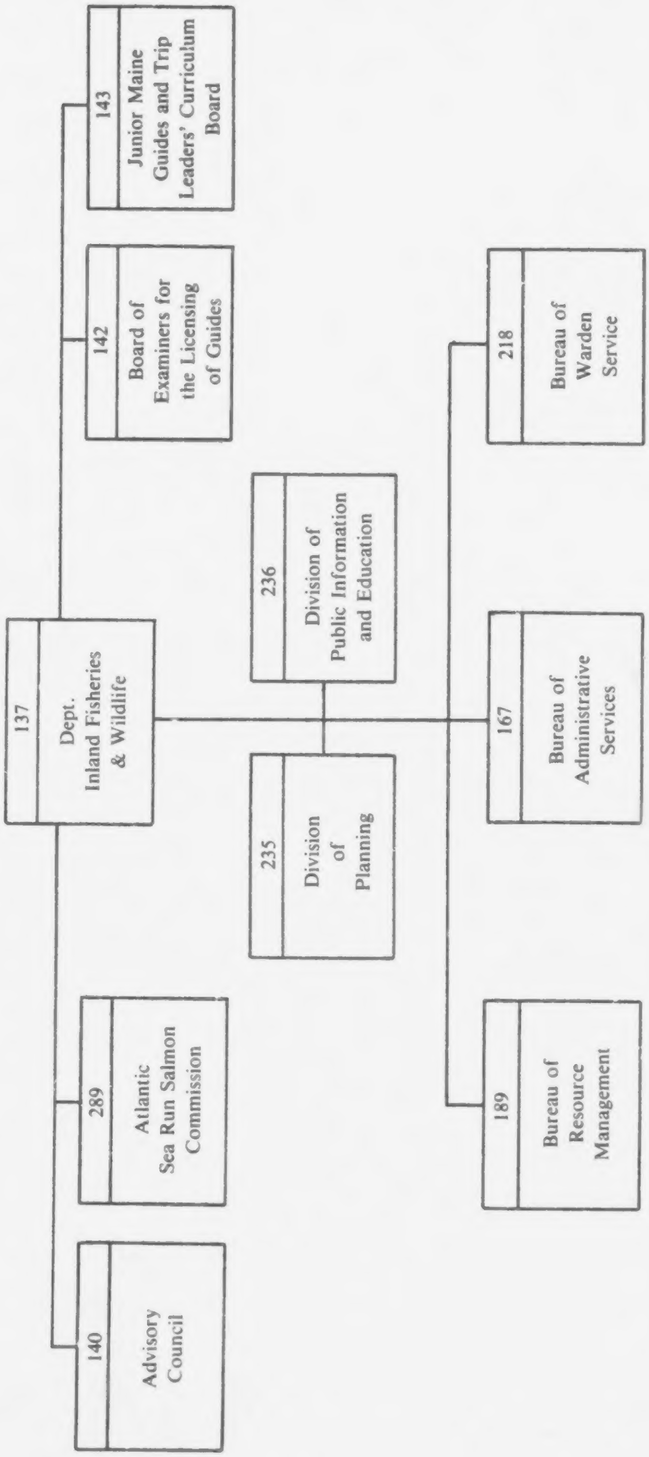
Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1880 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 1951
Average Count—All Positions: 286 *Legislative Count:* 282

Organizational Units:
- Bureau of Administrative Services
- Bureau of Resource Management
- Bureau of Warden Service
- Division of Information and Education
- Division of Planning
- Advisory Council (Inland Fisheries & Wildlife
- Atlantic Sea Run Salmon Commission
- Junior Maine Guides & Trip Leaders Curriculum Board
- Board of Examiners for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganizaed into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the Office of the Commissioner.

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09


137
Dept. Inland Fisheries & Wildlife
140
Advisory Council
289
Atlantic Sea Run Salmon Commission
142
Board of Examiners for the Licensing of Guides
143
Junior Maine Guides and Trip Leaders' Curriculum Board
235
Division of Planning
236
Division of Public Information and Education
189
Bureau of Resource Management
167
Bureau of Administrative Services
218
Bureau of Warden Service

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,285,906	143,023	4,923,858		1,219,025	
Health Benefits	314,954	3,854	265,147		45,953	
Retirement	1,569,778	20,990	1,373,932		174,856	
Other Fringe Benefits	54,796	513	47,914		6,369	
Computer Services—State	108,097	59	69,536		38,502	
Other Contractual Service	2,258,340	47,846	1,541,038		666,936	2,520
Rents	106,304	35,810	44,459		25,979	56
Commodities	432,047	2,931	362,752		65,301	1,063
Grants—Subsidies—Pensions	119,158	—9	115,130		4,037	
Purchases of Land	462,356					462,356
Buildings and Improvement	5,016		5,016			
Equipment	171,684	—2,973	74,318		15,336	85,003
Transfers to Other Funds	68,686		59,867		8,819	
TOTAL EXPENDITURES	11,957,122	252,044	8,882,967		2,271,113	550,998

INLAND FISHERIES AND WILDLIFE

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination and administration of the Stream Alteration Law, the search for lost persons, and the registration of watercraft, snowmobiles and all-terrain vehicles, hunter, snowmobile and boating safety program.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. A total of 390,000 copies of these rules were updated, printed and properly filed with the Secretary of State.

Four regulations summaries (Hunting/Trapping: French Hunting; Migratory Bird; Atlantic Sea Run Salmon) were updated, printed and distributed. (Total of 335,000 copies).

One hundred and seventy-one fishing, 11 hunting and 15 miscellaneous (watercraft, whitewater rafting, all-terrain vehicles and supersport license) proposed regulations were processed and 12 fishing, 25 hunting and eight miscellaneous hearings were held in compliance with the Administrative Procedures Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES, PERMITS, ETC.:

- Office of Commissioner
  - License:
    - Fishing & Hunting—Complimentary—Holders Medal of Honor
    - Junior Guide
    - Importation of Wild Birds and Animals
    - Stocking of State Waters
  - Permit:
    - Stream Alteration
    - Breeders of Menagerie (Moose, Caribou & Bear)
    - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs

INLAND FISHERIES AND WILDLIFE

- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant
- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide
    - Indian Hunting, Fishing, Trapping and Archery
    - Live Bait Dealer
    - Roadside Menagerie
    - License to Sell Inland Fish
    - License to Sell Live Smelts
    - Taxidermist
    - Trapping
    - Fishing & Hunting Complimentary—Disabled
    - Fishing & Hunting—Paraplegics, Reciprocity Other States
    - Hunting—Non-resident
    - Fishing—Non-resident
    - Snowmobile Registration
  - Permit:
    - Camp Trip Leader
    - Fishing for Patients of Nursing Homes
  - Miscellaneous:
    - Game Bird Seal
    - Pheasant Wing Bands
    - Pheasant Importation Wing Bands
    - Atlantic Salmon Stamp—Non-resident
    - Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
Maine Fish and Wildlife Magazine—published quarterly—$1.50 per copy
Lake Surveys $.50 per copy.
Publications Catalogue (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,520			2,520		
Rents	56					56
Commodities	1,063					1,063
Purchases of Land	462,356					462,356
Equipment	85,003					85,003
TOTAL EXPENDITURES	550,998					550,998

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 167; *Citation:* 12 M.R.S.A., Sect. 7012
Average Count—All Positions: 25 *Legislative Count:* 25

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel activites, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by an Accountant III. Engineering and Land Acquisition—headed by a Supervisor, Land Acquisition and Development. Licensing Section—headed by a Director, Division of Licensing. Personnel—headed by a Personnel Officer. Central Purchasing and Supply—headed by a Storekeeper II.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicles, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Archery—resident, nonresident, alien
  - Combination hunting and fishing—resident, nonresident, alien
  - Fishing—resident, nonresident, alien
  - Hunting—resident, nonresident, alien
  - Combination Serviceman resident license
  - Combination fishing & archery—resident
  - Commercial fishing & archery—resident
  - Commercial shooting area license
  - Fishing (for the blind)
  - Fishing & Hunting for resident over 70
  - Hide Dealers—resident & nonresident
  - Game Bird Breeders
  - Guide—resident, nonresident, alien
  - Indian hunting, fishing, trapping, archery
  - Live bait dealers
  - Wildlife exhibitors
  - License to sell inland fish
  - License to sell live smelts
  - Taxidermist
  - Trapping
  - Fishing & hunting disabled war vets—resident
  - Fishing & hunting paraplegic—reciprocity with other states
  - Fish for children camps
  - Commercial Whitewater Outfitters
  - Motorboat Operator License
    - (To carry passengers for hire in inland waters)
- Permits:
  - Camp trip leaders
  - Fishing for patients at certain institutions
  - Watercraft Races & Regattas on Inland Waters
- Miscellaneous
  - Game Bird Seal
  - Pheasant wing bands
  - Pheasant importation wing bands
  - Atlantic Salmon Stamp—resident & nonresident
  - Pheasant Stamp—resident & nonresident
  - Motorboat Registrations
  - Snowmobile Registrations
  - All-Terrain Vehicle Registrations

PUBLICATIONS:

- Watercraft Laws (free)
- Sportsman and Small Boats (free)
- Snowmobile Laws (free)
- About Boating Safety (free)
- Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,126,268		4,923,848		1,202,420	
Health Benefits	310,432		265,147		45,285	
Retirement	1,546,104		1,373,932		172,172	
Other Fringe Benefits	54,177		47,914		6,263	
Computer Services—State	107,990		69,488		38,502	
Other Contractual Service	2,200,293	23,000	1,530,314		646,979	
Rents	70,304		44,325		25,979	
Commodities	425,603		362,281		63,322	
Grants—Subsidies—Pensions	119,141		119,141			
Buildings and Improvement	5,016		5,016			
Equipment		86,681	74,318		12,363	
Transfers to Other Funds	67,087		58,268		8,819	
TOTAL EXPENDITURES	11,119,096	23,000	8,873,992		2,222,104	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

ROBERT MOORE, CHAIRMAN
NATHAN COHEN, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1945 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 1955
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters six times during FY 84.

FINANCES, FISCAL YEAR 1984: 12 MRSA, Sect. 1955 provides that expenditures of this unit, which amounted to $6,155 in FY 84, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor *Telephone:* 289-2247 and 947-8627
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Established: 1947 *Sunset Termination Scheduled to start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251

Average Count—All Positions: 6 *Legislative Count:* 6

Organizational Units:
Technical Advisory Committee
Advisory Council
Regional Office—Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, (*Salmo salar*), in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

In May of 1980 the U.S. Fish and Wildlife Service notified the signatories of their desire to rewrite the existing agreement. In September, 1980 a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and comment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

INLAND FISHERIES AND WILDLIFE

PROGRAM: During FY 1984 the Atlantic Sea Run Salmon Commission assisted regional and national agencies, both public and private, in cooperative endeavors to restore and increase stocks of anadromous salmon. Highlights of the year's activities are as follows:

The Salmon Fishery. The 1983 angling season was a disappointment with the exception of the Narraguagus River. At season's end the recorded catches were as follows: Narraguagus River—95; Dennys—28; Machias—18; East Machias—8; Pleasant—0; Sheepscot—15; Union River—6. Salmon were evident in other rivers with small catches reported from the Kennebec, Androscoggin, Saco, and Ducktrap Rivers as well.

Traps operated by the staff of the Commission provide a count of ascending salmon on the Union and Penobscot Rivers. These facilities are also utilized to obtain the brood stock necessary for continuation of the hatchery program. On the Penobscot, 809 salmon were counted through the Veazie Fishway trap and another 144 were captured at the Union River trap in Ellsworth. On the St. Croix River an additional 125 salmon were passed through the Milton Fishway and recorded by our Canadian colleagues in a cooperative endeavor to restore anadromous fishes to this historic boundary water. The fishtrap on the Androscoggin River at Brunswick—operated by the Department of Marine Resources personnel—produced 20 Atlantic salmon during its inaugural year of operation. All salmon were released in upriver areas.

Early returns to the 1984 sport fishery in Maine have provided mixed results. On the Penobscot the first salmon was taken on May 12th. At the close of the fiscal year over 230 fish had been taken on the rod from the Penobscot. However, the smaller coastal drainages were providing below normal catches with late June catches of 40 fish reported from the Narraguagus and 20 from the Dennys.

Fish Culture Operations. During the 1983 field season, 548 salmon were obtained for brood stock. These fish were held until spawning at the Craig Brook National Fish Hatchery. U.S. Fish and Wildlife personnel obtained approximately 2 million eggs from these fish.

Egg disposition was as follows: 429,000 were retained at the Craig Brook Hatchery for rearing; 1.15 million were transferred to the Green Lake hatchery; 429,000 were transferred to other federal hatcheries to assist the New England program, and 2,800 were allocated to basic research programs.

The Green Lake hatchery stocked 20,000 parr in the 3-4 inch size class in the fall of 1983. These fish, surplus to the overwintering capabilities of the hatchery, were released in the Machias and Narraguagus Rivers.

In the spring of 1984, approximately 750,000 smolts (migratory-size salmon) were released in Maine waters. An additional 150,000 fry and parr were released in the Penobscot, East Machias and St. Croix Rivers. The upper reaches of the St. Croix River were stocked by helicopter provided courtesy of Georgia-Pacific Corp. The East Machias River was stocked under a cooperative program with the Maine Department of Conservation utilizing a D.O.C. helicopter to release salmon in remote areas.

Miscellaneous. A statewide comprehensive plan to provide guidance in the continuing restoration efforts of the Salmon Commission was completed by members of the staff in January of 1984. This report outlines the Commission's plans for salmon restoration through the balance of this century.

On the Androscoggin River a new fishway and trapping facility in the Brunswick Dam became operational in 1983. Operated by the Department of Marine Resources, this facility has already proven its value. At the time of this report, 35 Atlantic salmon adults as well as brown trout, brook trout, shad, alewives and lampreys had successfully passed this structure. The new fishway at the renovated Hathaway Dam on the Pleasant River, Columbia Falls became operational in 1983. This hydroelectric facility, situated at the head of tide, may require additional construction if successful fish passage is to be realized. Considerable staff time is required to review and comment upon retrofitted power facilities, new or proposed hydro power sites and other projects with potential impacts on the aquatic environments of the state.

Of major importance to the salmon resources of the State was passage of a bill by the 111th Legislature (LD 2016) establishing a license to fish for Atlantic salmon beginning in 1985. The license will be required in all inland waters and designated tidal waters. Fees will be $10 for residents and $30 for non-residents, and a 5-fish season limit will be instituted utilizing a tagging system similar to that which was in effect on an experimental basis in 1983.

The Atlantic Salmon Commission promulgated several rule changes in FY 1984. Among the most important were the following:

—salmon may be taken in coastal waters by rod and line *only* (i.e. *no* incidental catch is allowed).

—early closure (June 30) for salmon angling on the Dennys River above the Narrows.
—extended season on the lower Saco River (to October 15).

LICENSES, PERMITS, ETC.:

Resident and non-resident permits authorized under MRSA, Title 12, Chapter 707, Section 7152. An Atlantic salmon permit, issued in the form of a stamp, is required to fish for Atlantic salmon in all inland waters and the coastal waters designated in section 6504. The stamp fee shall be $1 for residents 16 years of age or older and $15 for any non-resident 16 years of age or older during 1984 (12 MRSA §7152). There is no season limit in 1984; however, beginning in 1985 the stamp will be replaced by a *license* and 5 tags will be issued with each license sold.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regulations, 1984, (No cost).

Popular articles on life history, agency programs, and the sport fishery as well as reprints and technical publications are available from the public information office of the Department of Inland Fisheries and Wildlife. There is a moderate fee and postage is requested.

Atlantic Salmon River Management Plans (available late 1984):

—Aroostook and Upper St. John River (includes Meduxmekeag River and Prestile Stream)
—St. Croix River
—Dennys River
—East Machias River
—Machias River
—Pleasant River
—Narraguagus River
—Union River
—Penobscot River
—Sheepscot River

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	146,706	130,091	10		16,605	
Health Benefits	4,522	3,854			668	
Retirement	21,606	18,922			2,684	
Other Fringe Benefits	619	513			106	
Computer Services—State	107	59	48			
Other Contractual Service	51,352	20,671	10,724		19,957	
Rents	194	60	134			
Commodities	5,381	2,931	471		1,979	
Grants—Subsidies—Pensions	17	—9	—4,011		4,037	
Equipment		—2,973			2,973	
Transfers to Other Funds	1,599		1,599			
TOTAL EXPENDITURES	232,103	174,119	8,975		49,009	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1979 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303.

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated. One for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated but candidates may use others if they are equally or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year with an increase of 3% to date.

LICENSES, PERMITS, ETC.:

Maine Camp Trip Leader Permit
Instructor Certification for Camp Trip Leader Safety Course Curriculum

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors.
Class Schedule and Role Sheet
Trip Itinerary Cards
Information packet—free

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $4,734 in FY 84 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 2053
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Board of Examiners for the Licensing of Guides met 11 times during the calendar year 1983. The board passed 133 applicants, 48 applicants were denied and 19 applicants did not come for their scheduled oral examination.

Because of the tremendous interest in this new industry, a specialized board of wardens especially trained in whitewater rafting and a member from the industry was formed. This board met 14 times. They passed 285 applicants and denied 165. Exams were given for the Kennebec River, the Cribwork Section of the Upper West Branch of the Penobscot and the Lower Section of the West Branch of the Penobscot.

The following is a summary of the types of licenses reviewed by the Board:

	Passed	*Denied*
General	17	30
Fish	11	5
Hunt	13	2
Recreational	12	0
Fishing/Recreational	1	1
Hunting/Recreational	2	1
Hunting/Fishing	9	9
Bass Fishing Only	2	0
Waterfowl Hunting Only	1	0
Grouse/Woodcock/Pheasant Only	1	0
General Whitewater	285	165
Recreational/Whitewater	1	0

LICENSES, PERMITS, ETC.:

Resident Guide License
Nonresident Guide License
Alien Guide License
General Guides License
Hunting Guides License
Fishing Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $6,650 in FY 84 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 235; *Citation:* 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Divisions. Division personnel also worked on mineral resources and peat mining concerns as well as coordination of the Department's input into Corps of Engineers and other projects affected by the Fish and Wildlife Coordination Act. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, Historical Preservation Commission, State Planning Office, Department of Agriculture, Department of Environmental Protection and the University of Maine, College of Forest Resources and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Maine Mapping Committee, North Maine Woods, Water Flow Management Policy Committee, public land management and federal forest resurvey. Numerous other assignments were carried out by Division personnel. These included work on the projected financial needs of the Department and coordination of the administration of the 1983 and 1984 moose hunts. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development and maintenance of land and species assessments; and formulation of regulatory proposals.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $438,953 in FY 84 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 236; *Citation:* 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel—especially in reference to the highly-publicized moose hunting referendum.

The division also continued coordination of a monthly commissioner's guest column in *The Maine Sportsman.*

Paid circulation of *Maine Fish and Wildlife* magazine, produced by the Public Information Division remained at about the 11,000 level.

Staffed with volunteers from throughout the department, the division's portable display appeared at six shows in-state and four out-of-state during the winter and early spring months.

A considerable amount of work of the division continues to be responding to the thousands of public information requests—phoned, written and in person—that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$6.00 per year
The Maine Way cookbook of fish and game recipes—$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free
Maine Freshwater Fishing—free

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $258,266 in FY 84 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

VACANT

Central Office: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013
Average Count—All Positions: 107 *Legislative Count:* 107

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources, administration of the Stream Alteration Law and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section

PROGRAM: The Bureau has been directed by the Legislature to manage the State's inland fisheries and wildlife resources. To accomplish this mandate, the Bureau has initiated programs relating to the fisheries and wildlife research and management which includes the propagation of fish and wildlife, habitat management including sanctuaries, and the development of rules to insure perpetuation and enhancement of these resources. The following divisional reports addresses these areas in more detail.

Division of Wildlife Management—Robert Boettger, Director Tel. 289-3651

Wildlife Management. Comprehensive monitoring programs for the major wildlife species or species groups have been implemented utilizing the latest tools, techniques, and information available. These provide the basis for the formulation of periodic assessments of both the supply of and demand for individual species, and the identification of supply and demand imbalances and associated problems.

Important accomplishments during the past fiscal year included conducting a successful moose hunting season, under adverse conditions, effecting necessary adjustments to the deer season, continuing necessary reductions of the harvest of black ducks, and increased monitoring of the status of furbearers. Introductions of wild turkeys have been made in suitable habitat and are resulting in expanding breeding populations of these species. Forty-one marten have also been live trapped and transplanted in an attempt to expand the range of the species into eastern sections of the State. A Non-Game project was organized and funded by contributions from the State Non-Game Income Tax check-off. It will become operational on July 2, 1984. Development work on state-owned wildlife management areas to benefit wildlife was accomplished primarily via regulated timber sales.

An Animal Damage Control Program was initiated to coordinate Warden Service and Wildlife Management response to nuisance animal problems; and to provide supplemental control services through paid contract and volunteer control agents. Nineteen control agents were paid to remove coyotes from sheep and dairy farms and deer wintering areas. A volunteer "Cooperator" list of 63 qualified trappers provides additional assistance to Game Wardens and Wildlife Biologists in resolving a full range of nuisance animal problems. A full-time Coordinator administers the program.

Habitat Management. Habitat improvement work is actively carried out on the Department's Wildlife Management Areas. These include approximately 45,000 acres of upland and wetland habitat strategically located throughout the State, as well as approximately 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, and development of mitigation measures to lessen the impact of development on these habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 200,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 400,000 acres of land under the control of the Bureau of Public Lands; the development of river protection plans by the Land Use Regulation Commission and the Bureau of Parks and Recreation; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving coyote, bobcat, fisher, fox, moose, bear, deer, loons, and bald eagles has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative Wildlife Research Unit to obtain sepcific types of information needed to better evaluate the needs and status of these species. For the most part this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters. The results of this work are being directly integrated into the updating of species assessments and operational program planning being carried out by the Department. A major portion of the cooperative research has been funded with Federal Aid monies and non-departmental matching funds.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; modifications to furbearers trapping seasons and expansion and closer control of mandatory fur tagging to include all the major furbearers except muskrats; limitations on the use of Department controlled seabird islands, and modification to the waterfowl and woodcock hunting season.

Division of Fisheries and Hatcheries—Robert E. Foye, Director Tel. 289-3651

Fisheries Management. The Fisheries Division, in conjunction with the Governor's Rivers Plans supervised by the State Planning Office, commenced an intensive two year study of nine major rivers. These studies will provide the basic information for river fish management.

Biologists in Region C (Washington and Hancock Counties) and Region D (Franklin and Oxford Counties) completed field investigations on six unsurveyed waters enabling them to formulate and implement fish management plans at each body of water. In addition 24 revisions of outdated plans were written following changes in management strategies.

Field studies were undertaken to evaluate status of game fish populations, stocking success, and the abundance of forage species (smelts, landlocked alewives, etc.) by trap netting, electrofishing, trawling and scuba equipment.

Propagation of Fish. The following is a summary of the fish stocked in inland waters from hatcheries and rearing stations of the Maine Department of Inland Fisheries and Wildlife from January 1, 1983 to December 31, 1983.

	Number	Ponds
Landlocked salmon	217,899	30,250
Lake Trout (togue)	98,214	9,501
Brook Trout	448,016	55,675
Brown Trout	215,777	62,446
Splake	2,650	389
Total	982,556	158,261

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and IF&W. They included 280 Great Ponds applications, 130 Stream Alteration applications, 98 Site Location applications, 199 LURC applications, 53 Highway Projects and 61 hydroelectric projects. Recommendations pertaining to the impacts of the state's fisheries resources of each project were forwarded to the processing agencies.

Fisheries Research. Several ongoing research projects were continued by staff at the Bangor facility including studies at Eagle Lake, Bar Harbor, Hancock County and Tomah Lake and the Monroe Ponds in Washington County. These studies are designed to evaluate different strains of brook trout, their survival and angler returns. In addition, fishing mortality and natural mortality of landlocked salmon and brook trout was assessed at Eagle Lake in conjunction with an increase in the legal length from 14 inches to 16 inches on salmon and 12 inches on brook trout. Studies were also begun at Carlton Pond in Readfield and Winthrop to provide information on standing crops of bass and other warmwater fishes in a closed body of water.

A new method for introducing lake trout using astro-turf for implanting lake trout eggs was evaluated at Maranacook Lake in Winthrop. A high hatch was obtained paving the way for greater success with new introductions of lake trout and Sunapee trout.

Fisheries Rules and Regulations. In Fiscal Year 1984, the Division was responsible for recommending and overseeing the adoption of several dozen required changes in open water and ice fishing regulations which became effectiv in 1984.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions as was information required by the regulatory process. Data processing activities were coordinated with Central Computer Services and other state agencies. Work continued on the investigation of Landsat remote sensing technology, and coordinating the U.S. Forest Service Maine re-survey from a wildlife habitat perspective. A major investigation was undertaken for upgrading the current data entry and file maintenance systems.

Environmental Services Section. Biological assessments and technical recommendations for approximately 1,400 development proposals were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Great Ponds, Coastal Wetlands, Mining, Land Use Regulation Commission laws, and Department of Transportation projects. Approximately 130 Stream Alteration applications are also processed annually.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, hard-rock mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to import live fresh water fish or eggs
License to cultivate or harvest fish in private ponds
Maine Falconry Permit
Maine Scientific Collection Permit
Maine Bird Banding Permit
Stumpage (Wood Harvesting) Permit
Swan Island Campground Permit

PUBLICATIONS:

Annual Big Game Project Report
Annual Migratory Bird Project Report
Fish Stocking Report—$1.00

Fishes of Maine—$5.00
Moosehead Lake Fishery Management—$5.00
Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500 Maine lakes and ponds showing water depths, fish present and management suggestions
Individual lake reports—$.50

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $3,824,058 in FY 84 and are, by administrative decision, included with those of Inland Fisheries and Wildlife.

BUREAU OF WARDEN SERVICE

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 218; *Citation:* 12 M.R.S.A., Sect. 7014
Average Count—All Positions: 135 *Legislative Count:* 135

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, seventeen (17) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-six (86) Game Wardens, three (3) Game Warden Pilots, one (1) Game Warden Detective, and twenty-five (25) part-time Assistant Game Wardens.

PROGRAM:

Wildlife Enforcement. During the period 1/16/83-1/14/84 Maine Warden Service expended 67,937 hours on wildlife enforcement, checking 41,752 hunters.

Fisheries Enforcement. During the period 1/16/83-1/14/84 Maine Warden Service expended 51,148 hours on fisheries law enforcement, checking 79,183 anglers.

In addition to the above effort in enforcing wildlife and fisheries statutes, Warden Service enforced all applicable statutes and regulations of this Department, as well as federal statutes and regulations which are applicable to Maine's fish and wildlife resources, for instance the Migratory Bird Treaty Act and the Black Bass Act.

Licensing Enforcement. During the period 1/16/83-1/14/84 Maine Warden Service expended 5,915 hours on boat enforcement and 6,456 hours on snowmobile enforcement, checking a total of 23,212 boats and 15,048 snowmobiles. Warden Service enforced all State statutes and regulations as well as the federal Boating Safety Act.

General Enforcement. During the period 1/16/83-1/14/84 the Maine Warden Service expended the following in general enforcement:

Land Use Regulation Commission	281 hours
Environmental Protection	478 hours

Stream Alteration Law	184 hours
Dog Leash Law	4,023 hours
Litter Law	389 hours
Assisting Other Agencies	4,872 hours

Summary. In summary, Warden Service responded to 7,259 complaints on all of the above, prosecuting 4,514 persons and warning 2,607 persons. In doing so, Warden Service drove 2,935,315 miles.

Search and Rescue. During 1983 Warden Service searched for 327 lost persons, as well as 28 drowning victims, with a total cost of $88,914.

Safety. During fiscal 1984, 1165 volunteer hunter safety instructors certified 2,903 students in 165 hunter safety courses across the State. During the same time, 598 students were certified by volunteer instructors in snowmobile safety. Regional Safety Coordinators visited summer camps and schools with boating safety presentations and every hunter safety course carried one hour of boating safety.

Data Collection. During 1983 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the tagging of 43,403 raw furs for trappers

Oversaw the administration of 439 big game registration stations, which tagged 23,799 deer, 1,402 bear, and 745 moose.

In addition Warden Service did angler counts and creel census for this Department's fisheries managers on various Maine bodies of water.

Whitewater Rafting. The 111th Legislature passed a comprehensive whitewater rafting statute which was, for the most part, to be administered and enforced by the Maine Warden Service. This statute provided for a carrying capacity on Maine whitewater rivers and for allocations on those days when the carrying capacity was being met. In 1983 Maine Warden Service established allocations for 16 companies on the Kennebec River and 12 companies on the West Branch of the Penobscot River. After awarding the allocations, the Maine Warden Service enforced their compliance as well as all other applicable provisions of the whitewater statute. Warden Service collected a $1.00 head fee for each commercial passenger carried on fast flowing rivers and at the end of fiscal year 1984 Maine Warden Service paid out of the whitewater rafting fund $11,250 to the Department of Conservation, $4,991 to the counties, and $29,250 to the Department of Inland Fisheries and Wildlife. Warden Service expended approximately 2,750 hours and 12,500 miles on whitewater rafting and the approximate cost to the Department to administer this statute for fiscal year 1984 was $45,000.

LICENSES, PERMITS, ETC.:

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	17.00*
Snowmobile race permit	NONE
Import permit (fish and wildlife)	NONE
Eel permit for licensed trappers (20 lbs. of eels)	NONE
Permit to stock rabbit	NONE
Sale of wildlife permit	NONE

*Plus a department representative fee of $17.00 per day, required at field trials.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $5,103,701 in FY 84 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	12,932	12,932				
Retirement	2,068	2,068				
Other Contractual Service	4,175	4,175				
Rents	35,750	35,750				
TOTAL EXPENDITURES	54,925	54,925				

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: 400 Congress Street, Portland *Telephone:* 775-5621
Mail Address: 15 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020
Established: May 9, 1970 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono *Telephone:* 581-4136
Mail Address: Chadbourne Hall, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1984 State Government Internship Program placed thirty-eight (38) Maine college students in twenty-seven (27) state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $160. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1984 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor with the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by two meetings with guest speakers from State Government and the Legislative Leadership. These sessions provided the opportunity for interns to hear and learn more about State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
Maine State Government Internship Program, Summer 1980—annual report
Maine State Government Internship Program, Summer 1981—annual report
Maine State Government Internship Program—Summer 1982—annual report
Maine State Government Internship Program—Summer 1983—annual report
All publications available upon request—no charge

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $2,000.00 (Administrative Costs) in FY 84. Participating State agencies shared these administrative costs.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Central Office: 46 Old Post Road, Kittery *Telephone:* 207-439-4128
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37 *Sunset Review:* Not Established

Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

FINANCES, FISCAL YEAR 1984: The State accounting records for FY 84 do not contain any account assigned to this unit.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 Downtown Station, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

PROGRAM:

Judicial Education. The Sixth Maine Judicial Conference was held on September 12th and 13th at Sebasco Estates, Maine. As provided in the State Statutes, (4 M.R.S.A., Section 471) the conference was attended by Maine Justices and Judges who are required to ".....advise and consult with the Supreme Judicial Court and chief justice on matters affecting the administration of the Judicial Department.....".

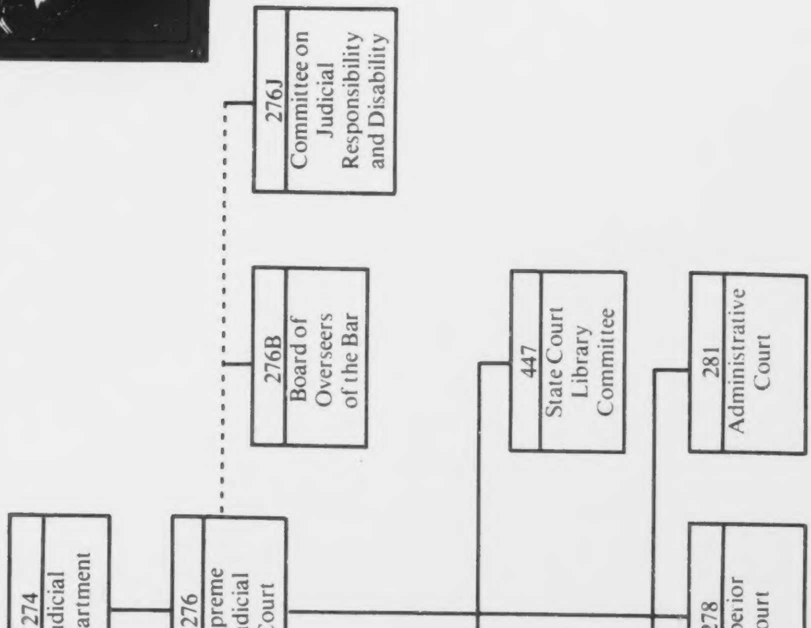
The featured event of the conference was a video tape presentation and two-way commentary on hearsay evidence conducted by Perham Williams, Dean of the University of Mississippi Law Center. The dinner banquet speaker was the Hon. Stephen G. Breyer, U.S. Court of Appeals, First Circuit. On the second day of the conference, each court held separate meetings with their colleagues to discuss various administrative concerns. In the afternoon of the same day, at the luncheon banquet, the justices, judges, and other participants were addressed by His Excellency, Joseph E. Brennan, Governor of Maine.

Both basic and graduate level continuing education needs for individual members of the judiciary were addressed in 1983. Four newly appointed judges attended general orientation courses. Four senior judges attended graduate programs dealing with search and seizure, criminal evidence, and juvenile and family law. Other members of the judiciary attended, participated or presented at professional association meetings and conferneces at various times throughout the year. Topics dealt with at the seminars or conferences included subjects of a contemporary nature such as alcohol/drug abuse, altenative sentencing methods, and the most recent law cases on "asbestos litigation".

Committees of the Judicial Department. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

Judge Vincent L. McKusick
Chief Justice
of the Superior Court

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40


274 Judicial Department
276 Supreme Judicial Court
276J Committee on Judicial Responsibility and Disability
276B Board of Overseers of the Bar
291 Board of Examiners for the Examination of Applicants for Admission to the Bar
94 356 Judicial Council
447 State Court Library Committee
425 Administrative Office of the Courts
281 Administrative Court
278 Superior Court
279 District Court for the State of Maine

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84 JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,892,757	5,886,967	5,790			
Health Benefits	284,528	284,528				
Retirement	579,636	579,636				
Other Fringe Benefits	28,366	28,366				
Computer Services—State	18,520	18,520				
Other Contractual Service	5,574,177	5,548,032	26,145			
Rents	703,384	703,384				
Commodities	276,591	275,475	1,116			
Grants—Subsidies—Pensions	1,301,532	1,292,661			8,871	
Buildings and Improvement	8,367	7,117	1,250			
Equipment	150,218	144,581	5,637			
Transfers to Other Funds	37		37			
TOTAL EXPENDITURES	14,818,113	14,769,267	48,846			

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,886,967	5,886,967				
Health Benefits	284,528	284,528				
Retirement	579,636	579,636				
Other Fringe Benefits	28,366	28,366				
Computer Services—State	18,520	18,520				
Other Contractual Service	5,551,759	5,548,032	3,727			
Rents	703,384	703,384				
Commodities	275,722	275,475	247			
Grants—Subsidies—Pensions	1,301,532	1,292,661			8,871	
Buildings and Improvement	8,367	7,117	1,250			
Equipment	150,218	144,581	5,637			
Transfers to Other Funds	37		37			
TOTAL EXPENDITURES	14,789,036	14,769,267	19,769			

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 879-4791
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to hear Superior Court cases in general, including post-conviction matters. In addition, single justices handle both admission to the bar and bar disciplinary proceedings. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES, PERMITS, ETC.:
Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1984: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $1,464,136 in FY 84, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPERIOR COURT

ROBERT W. CLIFFORD, CHIEF JUSTICE

Telephone: 784-3568
Central Office: Maine Superior Court, Androscoggin County Courthouse
Mail Address: 2 Turner Street, Auburn, Maine 04210
Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 15 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Chief Justice of the Superior Court is designated by the Chief Justice of the Supreme Judicial Court. Court administrators oversee the day-to-day administrative activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Superior Court Justices are assigned throughout the state on a yearly basis by the chief justice of the Superior Court, although justices serve primarily in a few courts for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice. During FY 84, various experiments were undertaken involving trailing lists, extended lists, and docket calls in an effort to improve case management and expedite case disposition.

FINANCES, FISCAL YEAR 1984: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $5,763,993 in FY 84 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

DISTRICT COURT

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland *Telephone:* 879-4720
Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112
Established: 1961
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $30,000. The District Court is the small claims court (for cases involving less than $1,400) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases. The Chief Judge of the District Court serves as the administrative head of that court, and is assisted by a Deputy Chief Judge and two regional court administrators.

There are 22 judges of the District Court: the Chief Judge, who is designated by the Chief Justice of the Supreme Judicial Court, seven judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the governor, although occasionally they may assist in other districts in emergency instances. There are seven at-large judges who are scheduled by the deputy chief judge on a monthly basis. Six District Court locations require the services of an at-large judge every month, leaving one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year.

The balance forwarded from fiscal year 1982 was $21,021. The addition of $36,000 for fiscal year 1983 brought the total available funds to $79,106. Of this amount $10,897 was spent during the year for completion of the Springvale and Skowhegan renovations, and furnishings for Biddeford, Portland, Augusta, Skowhegan, Kittery and Brunswick, leaving a year-end balance of $46,124.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $6,549,683 in FY 84 and are, by administrative decision, included with those of the Judicial Department.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4715
Mail Address: Box 7260, Portland, Maine 04112
Established: 1973
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 5 M.R.S.A., Sect. 2401
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has " .exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. On assignment by the Chief Justice of the Supreme Judicial Court, Administrative Court judges also sit in the District and Superior Courts.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a Clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $176,563 in FY 84 and are, by administrative decision, included with those of the Judicial Department.

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Fiscal Director; Research and Planning Director; Personnel Officer; Accountant; Assistant Accountant; Accounting Clerks (2); and Secretaries (2).

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Non-Judicial Education. Seven clerks of court and first-time supervisors attended a program on basic supervision in the fall of 1983 held in Portland. Two official court reporters participated at the National Shorthand Reporters Association Conference in August, which provided a potential opportunity for recruiting court reporters for the Maine court system.

The annual Clerk of Courts Conference was held in September, 1983 in conjunction with the annual Judicial Conference. Clerks of all Maine courts, secretaries, and official court reporters were exposed to the basics of labor relations, both by a formal presentation and the opportunity to meet with the Advisory Committee on Collective Bargaining for Judicial Employees. Other topics covered at the Clerks' Conference ranged from court mediation services, general administrative procedures, expanded small claims court time, to such "nuts and bolts" subjects as the use of new docket sheets.

Administrative members of the Department attended a two-day orientation session on computers in the courts, sponsored by the National Center for State Courts. The state law librarian participated in a Library of Congress program on management communicatin in June. In the early and late fall, three bailiffs were trained at a court security seminar sponsored by the U.S. Marshall's Service.

Legislative Activity. The Administrative Office of the Courts has continued the practice of preparing a weekly status list of all legislation of concern to the Judicial Department. This list is disseminated to the Supreme Judicial Court, the Judicial Department Legislation Committee, the Judicial Council Legislative Committee and all administrative staff. Throughout each legislative session, the Administrative Office of the Courts reviews all proposed legislation which may impact the Judicial Department and prepares fiscal and programmatic impact statements. Such documentation can require weeks of staff time to compile and analyze pertinent information, and to consult with the Judicial Department Legislation Committee and appropriate persons. It is estimated that the equivalent of one full-time position is devoted to responding to these and other legislative requests from January through May of each year.

Court Automation. The close of 1983 brought with it considerable optimism for computerizing Maine's trial courts during the next several years. During the summer of 1983, the State of Maine became eligible for federal Highway Traffic Safety Administration funds to expedite the processing of drunk-driving (OUI) cases. The Administrative Office submitted an application to the Maine Bureau of Safety, in the hope that funds could be made available to begin computerizing OUI case processing and linkages between the courts and the Secretary of State Motor Vehicle Division.

Records Management. The state court administrator appointed a Task Force on Records Management and Court Exhibits to draft court policies and procedures for Supreme Judicial Court review. The Task Interns, summarized state laws and court rules relating to court records and prepared a preliminary draft of a proposed records retention and disposition schedule. Drafts of such schedules were prepared for administrative, fiscal and personnel records.

"Court Crier" Newsletter. In keeping with other state court systems throughout the country, the Maine Judicial Department began publication of an informational newsletter to apprise court employees and other interested persons of happenings in the court system. The first issue disseminated in October 1983 was followed by a December issue, but a more frequent publication schedule is anticipated.

PUBLICATIONS:
- Judicial Department Annual Report
- Mediation of Divorces in Maine
- A Guide to Small Claims Proceedings of the Maine District Court
- Traverse Juror Handbook

FINANCES, FISCAL YEAR 1984: 4 MRSA, Sections 22 and 24 provides that expenditures of this unit, which amounted to $419,175 in FY 84, shall be borne by the Judicial Department and are, therefore, included in its financial display.

STATE COURT LIBRARY COMMITTEE

THOMAS E. DELAHANTY, CHAIRMAN
ANN PIERCE, State Court Library Supervisor

Central Office: Portland, Maine
Mail Address: Box 4820, D.T.S., Portland, Maine 04112

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

PURPOSE: The purpose of the State Court Library Committee is to govern the county law library system, to formulate policy and exercise control.

ORGANIZATION: The State Court Library Committee was created in 1981 by the 110th Legislature in order to implement recommendations of a three-year study of Maine's county law libraries. The committee is made up of seven voting members—two members of the public, two of the judiciary, and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court.

PROGRAM: Under the supervision of the State Court Library Committee the State Court Library Supervisor is charged with overseeing the professional functions of Maine's 18 county law libraries. These duties include visits to the libraries and with County Law Library Committees, training and advising library staff, developing collection policies and using tools, such as union lists to make collections more accessible.

PUBLICATIONS:
- Manual for County Law Libraries—Free
- Guide to Legal Resources in Maine—Free
- Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1984: 4 MRSA, Chap. 6 provides that expenditures of this unit shall be borne by the Judicial Department and are, therefore, included in its financial display.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

PATRICIA M. COLLINS, CHAIRPERSON
MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine
Mail Address: P.O. Box 8058, Portland, Maine 04104
Established: 1978
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS:

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $30,726 in FY 84 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

ROBERT F. PRETI, CHAIRPERSON
MARY C. JOHNSON, Executive Secretary

Central Office: Whitten Road, AGC Building *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

ARTHUR E. STROUT, CHAIRMAN/SECRETARY

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330
Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

	July 81		Feb. 82		July 82		Feb. 83		July 83		Feb. 84	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	128	21	35	29	122	18	47	22	122	22	46	25
Number passing exam	109	17	25	24	106	15	37	17	97	16	38	20

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:

Certificate:
- Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	($5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,790		5,790			
Other Contractual Service	22,418		22,418			
Commodities	869		869			
TOTAL EXPENDITURES	29,077		29,077			

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 408 Fore St., Portland *Telephone:* 772-2834
Mail Address: Box 370, DTS, Portland, Maine 04112
Established: 1935 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets in consultation session four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1983, the Council has been concerned with court facilities, the creation of the post of the Chief Justice of the Superior Court, judicial discipline, the Study of the Future of the Maine Legal Profession, and reduction of case backlog.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $6,133 in FY 84 and are, by administrative decision, included with those of the Judicial Department.

DEPARTMENT OF LABOR

SETH W. THORNTON, ACTING COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1971 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 802 *Legislative Count:* 48

Organizational Units:

- Bureau of Employment Security
- Unemployment Insurance Commission
- Bureau of Labor Standards
- Maine Occupational Information Coordinating Committee
- Maine Labor Relations Board
- Maine Job Training Council
- Department of Labor Advisory Council
- Bureau of Employment and Training Programs
- Division of Planning and Program Services

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individuals to improve their economic status.

The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

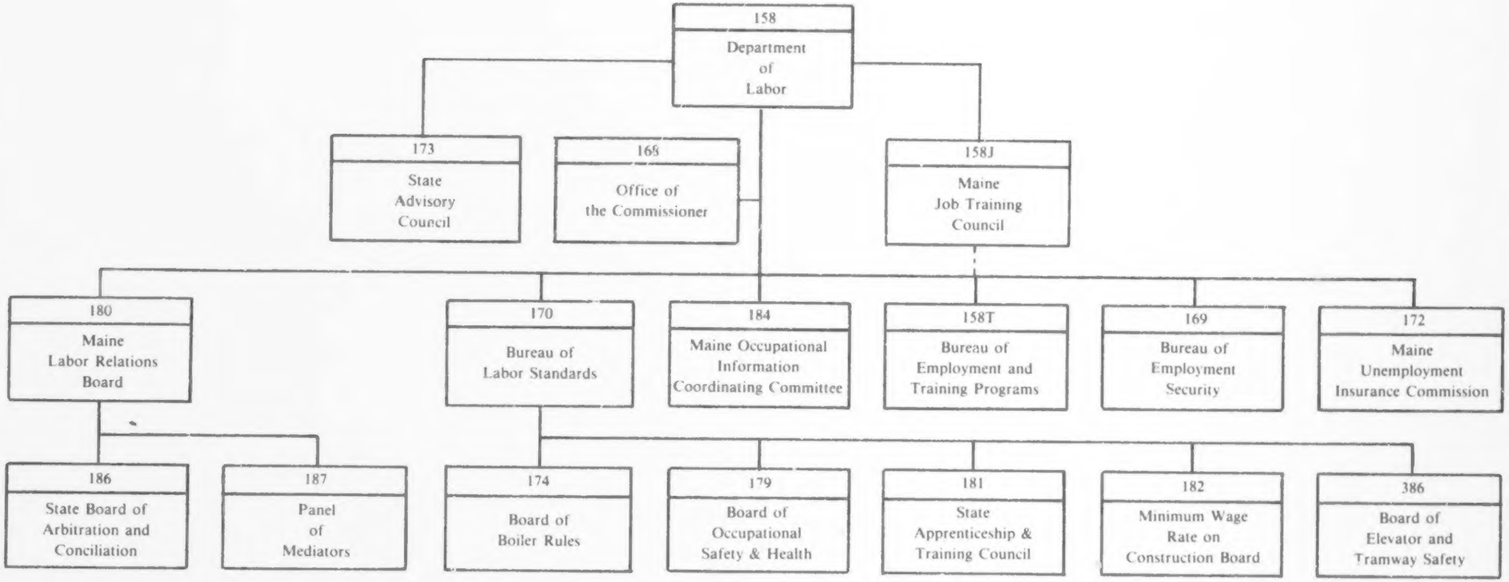
ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Job Training Council and the Maine Occupational Information Coordinating Committee, both originally established in 1979; the Bureau of Employment and Training Programs, functioning since 1974; the Division of Planning and Program Services established in 1979, and the Office of Administrative Services established in 1982.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

In 1983 the Job Training Partnership Act replaced the Comprehensive Employment and Training Act (CETA) and substantial efforts have focused on the transition to the requirements and stipulations of the new federal employment and training legislation.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12


158
Department of Labor
173
State Advisory Council
168
Office of the Commissioner
158J
Maine Job Training Council
180
Maine Labor Relations Board
170
Bureau of Labor Standards
184
Maine Occupational Information Coordinating Committee
158T
Bureau of Employment and Training Programs
169
Bureau of Employment Security
172
Maine Unemployment Insurance Commission
186
State Board of Arbitration and Conciliation
187
Panel of Mediators
174
Board of Boiler Rules
179
Board of Occupational Safety & Health
181
State Apprenticeship & Training Council
182
Minimum Wage Rate on Construction Board
386
Board of Elevator and Tramway Safety

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,084,525	974,775	9,687		10,100,063	
Health Benefits	546,233	42,530	60		503,643	
Retirement	1,737,562	154,043	1,999		1,581,520	
Other Fringe Benefits	54,425	4,604	3		49,818	
Computer Services—Comm	50,380	3,960			46,420	
Computer Services—State	196,412	31,182	8,500		156,730	
Other Contractual Service	3,183,394	395,998	107,429		2,679,967	
Rents	855,047	387	311		854,349	
Commodities	349,103	11,947	1,895		335,261	
Grants—Subsidies—Pensions	85,246,806	219	51,652		24,061,365	61,133,570
Equipment	513,373	656	5,300		507,417	
Transfers to Other Funds	122,129		2,400		119,729	
TOTAL EXPENDITURES	103,939,389	1,620,301	189,236		40,996,282	61,133,570

STATE ADVISORY COUNCIL (Labor)

SETH W. THORNTON, ACTING COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held two meetings during fiscal year 1984, to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $637.00 in FY 84 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1909 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

PROGRAM: The Maine Board of Arbitration and Conciliation had a FY 84 caseload of 55 matters, a record case intake. These included 4 interest arbitration, 48 arbitration cases, and 3 conciliations. As anticipated, the workload has increased both in number and complexity as employees have become more familiar with the arbitration process as a means of equitable resolution of problems in the work place.

General expenses have continued to increase with inflation and the travel costs associated with serving all regions of the State. As expressed in past reports, we continue with our concern for stretching meager resources in order that we might be able to continue to service all areas of the State. We believe it important to offer our services in all situations where they are sought as this Board is the only dispute resolution facility available to some parties, whether by contractual or financial constraints. We have been successful in addressing the needs of clientele efficiently and expeditiously in FY 84.

A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Overtime/pay
2. Uniforms
3. Fair share
4. Vacation
5. Subcontracting
6. Just cause
7. Overtime/seniority
8. Sick leave verification
9. Injury/reinstatement
10. Safety
11. Harassment
12. Training allowance
13. Education incentive
14. Non-regular rate
15. Discharge
16. Merit pay
17. Promotion
18. Dress requirement
19. Past practice
20. Deferred compensation

The 55 cases filed in FY 84 compared with 52 items reflected in the report for FY 83. However, in the current report only filings with the board are counted; whereas, in prior years each separate issue was recorded (on occasion several issues are contained in a single arbitration request). When viewed in thismanner, it is apparent that the number of referrals to the baord in FY 84 is a historical high, far exceeding any past case-load experience. This dramatically rising case-load highlights the urgent tone of past annual reports with respect to the personnel and budget needs of the board.

The FY 84 figures show that for cases actually assigned for hearing during the year, a total of 125 man days were spent on 32 cases, or 61 board days spent. This compares with 136 man days in FY 83 and 65.50 board days. The somewhat decreased activity in actual case activity can undoubtedly be explained by the changes in board membership occurring during the year and the time devoted to necessary transition. It is clear that this measure of activity will show a marked increase for the coming fiscal year due to the historic number of filings in FY 84 and the case-load backlog.

The Board of Arbitration and Conciliation will continue to meet its responsibilities to serve as a forum of dispute resolution in this state. However, with the rising case-load it is apparent that at some point in time a revision of the statute, perhaps providing for single member proceedings and revising the per diem provisions, will have to be addressed.

FINANCES, FISCAL YEAR 1984: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $10,911 in FY 84, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor Standards of the Department of Labor.

PROGRAM: Two members representing labor were appointed to the Board as a result of 1983 legislation. The Board met four times during Fiscal Year 1984. Items acted upon were: allow a locomotive boiler to be operated in the State, established rules for attendance of boilers by licensed operators and engineers, approved EMVTI's full-time welding course as meeting welders experience requirements, and adopt rules for boilers 5000 lb/hr capacity and under to be tended by licensed operators by September 1, 1986.

The examining committee which reports to the Board held five meetings. The committee held five boiler operator and engineer examinations and resolved four disputed applications.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $2,252 in FY 84 and are, by administrative decision included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs. In 1981 the Department of Manpower Affairs was changed to Department of Labor.

PROGRAM: The Board held two meetings during FY 84. The meetings were devoted to adopting the latest National Code as the Maine rules for elevators, escalators and tramways, and hearing comments in regards to vertical lifts for the handicapped/disabled. The Board adopted changes to increase the maximum travel height vertical lifts may serve from five feet to eight feet.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $681 in FY 84 and are, by administrative decision, included with those of Boiler, Elevator, Tramway Division, Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: March 25, 1980 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 536 *Legislative Count:* 0
Organizational Units:

Appeals Division
Data Processing Division
Unemployment Insurance Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive

Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component subunits.

Appeals Division. The purpose of the Appeals Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the Federal Regulations dealing with the Migrant Woods Program, and complaints under the Job Training Partnership Act. Initially, in 1938, the Appeals Division consisted of four employees. There are currently sixteen (16) positions. The division makes extensive use of dictating and word processing equipment and is involved in further automation.

The highest priority in fiscal year '83-'84 was continued education for hearing officers to assure compliance with Administrative Procedures Act. In the fiscal year ending June 30, 1984, the Appeals Tribunal disposed of 4,604 cases.

The expenditures of this unit amounted to $461,253 in FY 84, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Data Processing Division. The purpose of this Division is to provide a total data processing service for the Bureau. It includes but is not limited to large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 16 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau.

The expenditures of this unit amounted to $1,037,443 in FY 84 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1984.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employer's job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated nineteen (19) local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into two (2) major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal year, the Job Service registered over 98,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 72,000 referrals to jobs which resulted in over 20,000 successful placements. The Job Service also utilizes a computerized Job Matching

System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 800 counseling interviews this past year, and administered various aptitude and performance tests to another 500 individuals.

Employer Services Program. In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes three (3) functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. This fiscal year, the Job Service made over 5,000 contacts with various employers.

Exclusive Referral: Over 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

During this fiscal year, the Job Service was successful in filling 66% of the approximate 31,000 job openings.

Other Programs.

Targeted Jobs Tax Credit Program (TJTC): The TJTC Program is a special program administered by the Job Service that offers an elective tax credit to employers as an incentive to hire applicants from selected target groups. In order for the employer to be eligible for the tax credit, the potential employee must be determined eligible as a member of a targeted group by a local Job Service office, the applicant must be a new employee for that firm and prior to that person starting work, the employer must request a certification of the eligible applicant in writing or complete the employer portion of the voucher form and mail it to the Maine Job Service Headquarters at 20 Union Street in Augusta.

Emergency Veteran's Job Training Act: A program in which employers can receive up to $10,000 for training and hiring eligible Vietnam-era or Korean conflict veterans. The training programs must be occupations in growth industries, new technical skills or where the demand for labor exceeds the supply.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining state and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division of Economic Analysis and Research consists of four distinct operational units called sections. The names of the sections within the Division are (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section just cited consists of staff stationed in three different areas in the State serving the needs of the public and private sectors for local labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of users in both the public and private sectors. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results were processed, and estimates developed monthly regarding employment and wages by industry for the State and the Portland and Lewiston-Auburn Standard Metropolitan Statistical Areas. Labor force estimates, including the number of people employed and unemployed, were developed by month on a current basis for each of Maine's thirty labor market areas.

Occupational Statistics. Research was conducted to determine staffing patterns and wages in Maine's manufacturing and hospital industries. Wage surveys were made covering occupations in the Maine pulpwood and logging industry. Results were published, disseminated, and incorporated in the management and delivery of other programs. Labor supply and demand analyses were conducted. The Maine Occupational Coordinating Committee's Career Information Delivery System computer files were updated. The Division was a service center for the processing of industrial and occupational projections for states in the eastern half of the nation.

Occupational Profiles. A series of occupational profiles containing information on job descriptions, work environment, wages, employment outlook, and skill, education and training requirements were developed. These profiles are available to the public, career counselors, educators, and job placement specialists for a small printing and handling fee.

Labor Market Information Field Services. Staff was maintained at the Bureau's local offices in Lewiston and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's thirty labor market areas. Maine employers were assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses were conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook with occupational information were prepared for each county.

Management Information. A series of monthly analyses and reports were made to the Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research was conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research was conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections were made for workload planning.

State Data Center for the Bureau of the Census. In May 1983 the Division was designated as the State Data Center to provide management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, and Councils of Government, are located from Sanford to Fort Kent. Over 1,400 requests for information were processed during the first quarter of 1984. In addition, an on-line computer system was created to facilitate access to over 100,00 tables of 1980 Census data.

PUBLICATIONS:

1. Maine Labor Market Digest (Free)
2. Women and Minority Labor Force in Maine ($3.50)
3. Directory of Labor Market Information (Free)
4. Maine Directory of Occupational Licensing ($8.95)
5. Maine Occupational Needs: Outlook to 1990 ($5.00)
6. Maine Occupational Staffing Patterns by Industry: (Free)
    a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
    b. Manufacturing
    c. Selected Nonmanufacturing Industries
    d. Government
    e. Education
    f. Hospitals
7. Maine Occupational Wages:
    a. Manufacturing Industries ($3.00)
    b. Selected Nonmanufacturing Industries ($3.00)
    c. Hospitals ($2.50)
8. Technical Services Monographs (Varying Fees)
9. Employment Situation (Free)
10. Annual Planning Information Reports, Statewide ($3.00)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling of charges only.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of fifteen (15) local offices and an Interstate claims office.

Unemployment compensation workloads for unemployment insurance claims activities exhibited a slight increase for State of Maine Fiscal Year 1984. The number of initial claims for unemployment benefits under the regular state program totaled 144,196. The number of new claims filed under the Federal Supplemental Compensation (FSC) program was 22,034. A total of 933,047 continued claims were processed under the State Unemployment Insurance (UI) and Federal Supplemental Compensation Programs generating $76,563,754 in benefits paid for 754,567 weeks compensated. Additionally, former federal employees were paid $444,492 for 4,057 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemembers were paid $859,097 for 6,792 weeks compensated under the Unemployment Compensation for Ex-Servicemen (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 118 weeks compensated for a total of $12,741 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974, as amended in 1981.

Claims Deputies: Claims Deputies in the Division's fifteen local offices and the Interstate Office rendered 54,845 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 4,752 while an additional 975 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 36,000 claim audits were mailed to employers during the FY 84. Fraud investigators and local office claims deputies issued 1,147 determinations relative to fraud and misrepresentation resulting in $521,523 in overpayments. With the assistance from the District Attorney's Office, 89 cases for misrepresentation resulted in court convictions.

The Unemployment Compensation Division has established a Random Audit Unit to control the improper payment of benefits through a process of a random selection of active unemployment insurance claims for benefits and conducting an in-depth audit of all benefit payments and related procedures relative to the selected claim. The Audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 84, the number of active employer accounts were 25,622 and payroll data submitted by these employers generated a total of 1,973,185 wage items processed by the Wage Record Unit. Field and central office activities produced 8,290 employer status determinations of which 3,164 involved newly liable employer accounts. A total of 1,324 field audits were conducted resulting in a net receipt of $356,413 in underreported contributions. Net contributions received in FY 1984 totaled $73,657,690 and the Fund balance was $37,837,880 as of May 31, 1984.

Eligibility Review Program: During the sixth year of operation, the Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1984, 44,748 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit through the use of accurate workload projections and with factors developed by the Cost Model Management studies provided a scientific base for fiscal and staff management planning, development and control which enabled the Division to adjust staff and other resources to changes in workload.

The Employment Security Automated Program (ESAP) is a system designed to automate Unemployment Compensation operations. The Division's administrative and local offices have installed terminals to input and retrieve selected data related to unemployment insurance claims. The system is designed to permit an immediate processing of unemployment insurance claims, a more efficient benefit payments system, an improved data storage and retrieval system, and a more efficient utilization of agency staff. The Unemployment Compensation Division in cooperation with the Job Service Division has developed a common application form and screening process. This first in the nation project is fully implemented in all the Department of Labor offices. Only a single form is required for an applicant to obtain the services of the Unemployment Compensation and Job Service Divisions of the Department. Information from the common application form will also be used to develop a common data base for each claimant.

During Fiscal Year 1984 the Department of Labor began a massive automation conversion project designed to install a more up to date computer system. The new system which will be fully operational in FY 1985 will provide better service to the unemployment compensation claimants and replace outdated equipment.

The Division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The Unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources. During FY 1984, the Internal Security Unit in conjunction with the Management Systems and Information Office developed and implemented a computerized security system. The Internal Security Unit is at the present time in the process of conducting a comprehensive Internal Security Audit which encompasses both the Unemployment Compensation Benefits and Unemployment Compensation Tax areas.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through the imposition of a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1983: The Unemployment Compensation Fund balance was $22,577,077, as of December 31, 1983. During 1983, complete repayment of the federal loan balance of $20,987,759 was made. These loans were advanced to the State during the recession of the mid-1970's to meet the benefit payment needs of Maine's unemployed workers. In addition, a short-term federal loan of $1,447,701 was obtained to meet a cash-flow shortage in April 1983. This loan was completely repaid in September 1983. No further loans are anticipated during 1984.

Maine Department of Labor
BUREAU OF EMPLOYMENT SECURITY

Trial Balance as of June 30, 1984

Cash Accounts		
Benefit Account	$ 144,289.64	
Clearing Account	403,820.33	
UC. Trust Fund	35,220,498.64	
Special Administrative Expense Account	100,000.00	
Accounts Receivable		
Direct Reimbursement Receivable	217,393.84	
Employers Accounts Receivable	4,878,275.66	
Benefit Overpayment Receivable	1,785,325.47	
Interstate Accounts Receivable	32,055.07	
Office Building Addition Account	72,906.60	
Federal Share of Extended Benefits Receivable		
Federal Share of FSC Benefits Receivable		
Federal Share of FECA Benefits Receivable		
Federal Advance UCX, SUA, PSE Receivable		
Court Fines Receivable	15,162.00	
Liabilities		
Federal Share of Extended Benefits Advanced		2,091.57
Federal Share of FSC Benefits Advanced		195,967.05
Federal Share of FECA Benefits Advanced		4,045.31
Federal Share of UCX, SUA, PSE Benefits Advanced		14,194.69
Federal Share of FSB Benefits Advanced		613.40
Title IX Distribution Fund Withdrawn		72,906.60
Federal Advance UI Trust Fund		
Emergency Compensation Advanced		
Revenue Accounts		
Title IX Distribution Funds		569,142.67
Interest Earned on U.C. Trust Funds		36,946,240.80
Federal Share of Extended Benefits Earned		39,585,759.61
Direct Reimbursement Received		21,540,596.61
Payroll Penalties Received		697,511.45
Contribution Penalties Received		1,040,579.17
Interest Penalties Received		1,097,039.46
Court Fines Received		31,287.56
Anonymous Refunds		2,177.00
Contributions Received Prior to 1983		762,077,966.10
Contributions Received 1983		77,986,157.75
Contributions Received 1984		35,785,749.77
Federal Advance—FUTA Tax Credits Received		32,440,562.02
Disbursements		
Benefits Paid—All Prior Years	837,031,258.06	
Benefits Paid—Current Year	34,805,817.15	
Extended Benefits Paid—All Prior Years	78,600,000.46	
Extended Benefits Paid—Current Year	—12,322.17	
Direct Reimbursement Paid—Prior Year	21,084,032.09	
Direct Reimbursement Paid—Current Year	1,518,728.94	
Extended Benefits Paid Direct Reimbursement—Prior Year	583,811.00	
Extended Benefits Paid Direct Reimbursement—Current Year		
Other Disbursements	425,826.56	
Maine Wage Assurance Fund	111,921.29	
Unrealized Accounts Receivable		
Dishonored Checks		30,918.88
Delinquent Contributions Receivable		3,370,376.74
Interest Penalties Receivable		194,706.65
Payroll Penalties Receivable		84,685.05
Contribution & Direct Reimb. Penalties Rec.		94,575.99
Doubtful Accounts Receivable		550.22
Direct Reimbursement Receivable		217,393.84
Bankruptcies—Receivership		1,102,462.13
Benefit Overpayments Unrealized		1,785,325.47
Interstate Payments Unrealized		32,055.07
Court Fines Unrealized		15,162.00
	$1,017,018,800.63	$1,017,018,800.63

Balance of Unemployment Compensation Fund as of June 30, 1984 is $35,769,090.43.

The expenditures of this unit amounted to $6,465,375 in FY 84 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1984.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,131,658		5,358		8,126,300	
Health Benefits	410,289				410,289	
Retirement	1,272,966		1,110		1,271,856	
Other Fringe Benefits	40,687				40,687	
Computer Services—Comm	46,111				46,111	
Computer Services—State	77,367		8,500		68,867	
Other Contractual Service	12,223,005		41,793		2,181,212	
Rents	764,192		311		763,881	
Commodities	298,494		1,674		296,820	
Grants—Subsidies—Pensions	77,261,298		21,478		16,106,250	61,133,570
Equipment	468,532		4,819		463,713	
Transfers to Other Funds	68,669		219		68,450	
TOTAL EXPENDITURES	91,063,268		85,262		29,844,436	61,133,570

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

ROBERT F. BOURGAULT, EXECUTIVE DIRECTOR
ROBERT A. JONES, DIRECTOR, State Management Unit

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375
Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333
Established: February 2, 1983
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158T; *Citation:* Exec. Order 9 FY 82/83
Average Count—All Positions: 100 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Governor, members of the State Job Training Coordinating Council (SJTCC), and to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982. In carrying out its mission, the Bureau is responsible for developing statewide plans, policy, and guidelines for programs conducted under JTPA. The Bureau is responsible for the development and maintenance of various statewide management systems. These systems include oversight and monitoring, fiscal accountability, including the allocation of funds and audits, occupational supply and demand and management information, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds.

PROGRAM: The JTPA program currently provides training activities primarily through two SDAs. One SDA provides training activities to Cumberland County residents. The other SDA serves the citizens of the remaining 15 counties. These activities are funded through Title II, Part A & B of the Act. Title II, Part A, provides classroom training, on-the-job training, customized training, and work experience programs for economically disadvantaged youth and adults. Title II, Part B, funds are appropriated to conduct summer youth employment programs for economically disadvantaged youth. The Bureau, however, is responsible for developing and overseeing state-wide JTPA programs which are funded from JTPA setaside funds; these programs include older workers, educational, and Title III programs for dislocated workers.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program plans for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,833,328				1,833,328	
Health Benefits	86.212				86.212	
Retirement	286,738				286,738	
Other Fringe Benefits	8,429				8,429	
Computer Services—Comm	309				309	
Computer Services—State	69,064				69,064	
Other Contractual Service	10,892,113				10,892,113	
Rents	83,534				83,534	
Commodities	33,888				33,888	
Grants—Subsidies—Pensions	7,955,096				7,955,096	
Equipment	37,146				37,146	
Transfers to Other Funds	45,307				45,307	
TOTAL EXPENDITURES	10,892,113				10,892,113	

BUREAU OF LABOR STANDARDS

MARVIN W. EWING, DIRECTOR
PAUL LOVEJOY, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 44 *Legislative Count:* 41

Organizational Units:

- Board of Boiler Rules
- Board of Occupational Safety and Health
- Minimum Wage Rate on Construction Projects Board
- Apprenticeship Division
- Research & Statistics Division
- Minimum Wage, Child Labor, Stuffed Toys Division
- Boiler, Elevator, Tramway Division
- Industrial Safety Division
- Board of Elevator & Tramway Safety
- State Apprenticeship & Training Council

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Industrial Safety, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division fieldman is required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the fieldman will visit the establishment after the program has been instituted.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for federal purposes of apprenticeship programs. The Councils' Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulation Title 29 Part 29 and Title 29 Part 30. The Apprenticeship Division exists to implement the directives of the Council.

The field representatives visited 694 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 31 new apprenticeship programs and cancelled 67 apprenticeship programs at the request of the establishments. There were 174 new apprentices registered, 5 apprentices reinstated, and 140 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division (Labor Standards). The Director of the Bureau of Labor Standards is required by statute to collect and distribute statistical data relating to industrial and construction employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

The following are the major programs of this Division:

Manufacturing Economic Data. Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufactures.* Special studies are performed on request.

Occupational Injuries and Illnesses. The division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

Occupational Safety and Health Statistical Program (OSHS): A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From this raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine.*

Supplementary Data System (SDS): This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine.* Special studies are performed on request.

Labor Relations. The Division publishes the *Directory of Maine Labor Organizations,* which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies. In 1984 a new series was started which will be presented in an annual publication entitled *Labor Relations in Maine.* It will feature relevant information on union membership and elections. An analysis of contracts negotiated during the year will be included.

Minimum Wage, Child Labor and Stuffed Toys Division. Since the enactment of the first Minimum Wage Law at $1.00 per hour in 1959, this Division has the responsibility of enforcement of minimum wage and overtime laws, plus payment of wages, vacation pay and severance pay. Child labor laws include protection to minors (under 18 years of age) against hazards in certain occupations and extensive work hours daily and weekly if they are under 16 years of age. One method of compliance is the Part-Time & Vacation Work Permit and the Certificate of Age requirement.

Manufacturers or importers of Bedding;Upholstered Furniture and Stuffed Toys must register with the Bureau of Labor Standards before they can sell these articles in Maine. Stuffed toys are tested by the State Health Laboratory to insure that the stuffing contents are free from harmful bacteria. All bedding and upholstered furniture must be labeled to insure that Maine does not become a "dumping ground" for unclean bedding and upholstered furniture.

This division was the "Women & Child Labor Division" until 1959 when minimum wage was added to the division title. During the past 12 years other sections were added through legislative acts which included severance pay, payment of wages, unfair agreements and the Wage Assurance Fund. Whereas the field inspectors in this division called at most manufacturing and mercantile establishments the Bedding;Upholstered Furniture & Stuffed Toys administration and enforcement was added to the Minimum Wage & Child Labor Division.

Division of Minimum Wage & Child Labor. The minimum wage has remained at $3.35. However, a bill passed by Legislature will increase the rate to $3.45 effective January 1, 1985 if the Governor signs the Act.

Although the number of minimum wage and overtime violations increased only slightly, all other violations and activities increased substantially during the past 12 months. Three-hundred-seven complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $89,039.30 in back wages paid to employees. The Bureau filed complaints against eight employers in the district and superior courts for violations of this type during the past year.

The Maine Wage Assurance Fund paid 143 employees a total of $28,347.40 when 22 employers went out of business and there were no assets with which to pay employees their final wages. There are three severance pay cases in court, and two others pending possible court action. These employers have closed their doors without paying severance pay to their employees. Each employer had 100 or more employees.

A total of $98,546.56 was paid to employees during the past year by employers who were in violation for not paying the required minimum wage, overtime or unpaid wages, including vacation pay. This is an increase of 59% in unpaid wages and a 35% increase overall.

There was also an increase of 35% in the number of work permits approved for the employment of minors in the work force.

Stuffed Toys, Bedding and Upholstered Furniture. There were 563 certificates issued for manufacturers and importers to sell stuffed toys in Maine during the past twelve months. There were 647 registrations to sell bedding;upholstered furniture in the State. This is a combined total of 1,210 and a slight increase over the previous fiscal year.

The following is a statistical summary of Wage & Hour Division activities:

Inspections	8,524
Violations, Total	3,611
Work Permits Approved	4,862
Minimum Wages & Overtime Paid to Employees	$ 9,507.26
Unpaid Wages & Vacation Pay	$89,039.30
Registration Fee, Bedding	$20,439.63
Registration Fee, Stuffed Toys	$11,505.00

Boiler, Elevator, Tramway Division (Labor). The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspection and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provision to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Manlifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administrated by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. All inspectors within the Division are qualified to inspect boilers, elevators and tramways.

Objectives of the Boiler, Elevator and Tramway Division are to assure that those devices specified in the Statutes are constructed, installed, repaired, altered, used and operated in a safe manner.

The technological advances in the area of the Division's concern caused Division personnel to examine ways these objectives can best be accomplished. The staff found promoting education necessary to create a better understanding, hence compliance, of Rules adopted by the Boiler Board, Elevator and Tramway Safety Board.

Training programs for Division personnel have been established in the past year consisting of once a month training in-house, advanced boiler and pressure vessel training and participation in tramway and welding seminars.

Activities initiated for the benefit of those the Division serves include a program at the Maine Safety Conference, serve as guest lecturers at Maine Maritime Academy, Eastern Maine and Kennebec Valley Vocational Institutes, staff members serve on welding and power engineer advisory committees of several vocational institutes and a boiler and pressure vessel three-day seminar has been scheduled for July 1984.

The Chief Inspector has been appointed to the National Boiler and Pressure Vessel Code Committee which provides input from Maine into the code making process and a direct source of information from the latest technical developments.

The change in the elevator inspection frequency and provision for follow up inspections approved by the 1982 Legislature has been in effect this past year. The Division found that the inspection program has been more effective in having those unsafe conditions existing on elevators corrected.

The Division has developed three new examinations for Boiler Operators and Stationary Engineers in the past year. The Division has planned to better coordinate the examinations and completion of the Adult Educational Programs at various vocational schools.

Plans are being made to promote a better understanding of the Division's Welding Program, concentrating on the limitation of qualification.

Pertinent statistics for the fiscal year ending June 30, 1984 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,176
State Inspection Reports	254
Inspection Certificates issued	2,842
Welders' Tests examined	276
Welders' Certificates renewed and/or issued	1,157
Boiler Inspectors Certificates issued	27
Engineers & Boiler Operators Examined	435
Engineers & Boiler Operators License renewed and/or issued	1,537
National Board Shop Survey	7
Total Income:	$49,996.87

Elevators and Tramways: approximately 1,800 in Maine are covered by The Statutes

Elevator Inspection Reports	1,874
Escalator Inspection Reports	14
Manlift Inspection Reports	1
Inspection Certificates issued	1,985
Elevator Safety Test Reports	526
New Elevators Installed	59
Elevator Mechanics Examined	6
Elevator Mechanic License renewed or issued	96
Elevator Plans approved	80
Tramway Inspection Reports	135
Tramway Certificates issued	54
New Tramways installed	1
Vertical and Incline lift reports	16
New vertical and incline lifts installed	6
Total Income	$83,069.00

Industrial Safety Division. The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces legislative Rules and Regulations in both the Public and Private Sectors. The Division consists of nine (9) compliance officers, four (4) clerical personnel and a division director.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Industrial Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal

OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The compliance officers also enforce the Chemical Substance Bill in both the Public and Private Sectors.

A training contract was signed with the Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and milling operations.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and. in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 84 are as follows:

Total Number of Calls	2,403
State Agency	499
Municipality	924
School District	353
County	46
Water/Sewer District	226
Private	16
7-C-1 Consult	339
Citations	5,025
MSHA Training	625

State Apprenticeship and Training Council. The State Apprenticeship and Training Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services, to provide supplemental instruction, and the Veterans Administration, in approving apprenticeship training for veterans.

The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1983/1984 are as follows:

Apprenticeship	
New Programs Registered	31
Programs cancelled	67
Total Programs to July 1, 1984—290	
New Apprentices Registered	174

Apprentices Reinstated	5
Apprentices Completed	185
Apprentices Cancelled	114
Apprentices Suspended	0

Total Apprentices as of July 1, 1984—1,520

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License
Registration: Bedding & Stuffed Toys
Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Maine Labor Laws—available at $5.00 per copy
Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)
Bedding; Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine ($4.00)
Census of Maine Manufactures, annual, free, mailing list maintained
Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.
Directory of Maine Labor Organizations, annual, free, mailing list maintained.
Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.
Labor Relations in Maine, annual, free, mailing list maintained.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	826,899	712,351	4,329		110,219	
Health Benefits	39,377	32,896	60		6,421	
Retirement	131,880	113,841	889		15,150	
Other Fringe Benefits	4,101	3,542	3		556	
Computer Services—State	12,343	4,161			8,182	
Other Contractual Service	183,464	133,910	15,204		34,350	
Rents	6,434	145			6,289	
Commodities	9,027	7,267	52		1,708	
Grants—Subsidies—Pensions	27,974		27,974			
Equipment	7,214	656			6,558	
Transfers to Other Funds	4,718		464		4,254	
TOTAL EXPENDITURES	1,253,431	1,008,769	48,975		195,687	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the recently enacted Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. Restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. Notwithstanding this phenomenon, the Board anticipates that its resources will continue to be used toward the developing collective bargaining relationships which have materialized as the result of the extension of collective bargaining rights to county employees in 1981 and the new enfranchisement of Judicial Department employees effective July 25, 1984. Even though these two new client constituencies will require services, the Board anticipates that the division of work among the functions of determining and clarifying bargaining units, certifying and decertifying bargaining agents, and the hearing and adjudication of prohibited practice complaint cases will not show dramatic change.

During FY 84, the Board experienced a decline in the number of unit determination/clarification requests filed (a 20% decline) and in the number of requests for decertification elections (a 21% decline). We do not consider this statistic alarming inasmuch as both of those two categories of activity were up more than 70% in the prior fiscal year; therefore, the declines in FY 84 reflect a stabilization of the demand for services in those areas. Organizational efforts have resulted in relative saturation in the public sector; therefore, there may be continued attempts to unseat incumbent unions as a means of organizational growth in lieu of organizing employees who previously had been unaffiliated.

The 1984 session of the 111th Legislature enacted L.D. 2175, "An Act to Create the Judicial Employees Labor Relations Act," as Chapter 702 of the Public Laws of 1984. The text of the Judicial Employees Labor Relations Act may be found starting at Section 1281 of Title 26 of the Maine Revised Statutes. The enactment of this legislation will extend collective bargaining rights to certain employees of the Judicial Department who are fewer than 400 in number. It remains to be seen the extent to which unions will be successful in organizing these employees or subgroups thereof.

All of the four labor relations acts administered by the Maine Labor Relations Board contain dispute resolution techniques for impasse resolution. In each instance, these involve mediation, fact-finding and interest arbitration along with a proviso that employees covered under the Judicial Employees Labor Relations Act may also opt for mediation-arbitration. The agency directly administers the mediation and/or fact-finding impasse resolution procedures; however, if it is necessary for the parties to proceed beyond these two levels, they may control the manner in which they will proceed by making certain elections relative to the selection of arbitrators and/or certain procedures to be used. As of the end of FY 84, the Maine State Employees Association and the State of Maine still have not resolved their master agreements covering a majority of State employees. This has resulted in those parties having to proceed to interest arbitration, for the first time during their bargaining relationship, in hopes of reaching a settlement for certain State employee contracts which expired on June 20, 1983.

In the past fiscal year, 72 new mediation requests were received, reflecting a decrease in the number of requests from immediately prior years. Conversely, the settlement rate was an outstanding 71%, surpassed only by the record success rate of 73% in FY 83. It can be compared favorably to the settlement rate of 69% in FY 82. In large measure, the successes achieved by the Panel of Mediators over the past few years is clear evidence of the high degree of competence and levels of experience represented by the individual members of the Panel and the recognition of this expertise on the part of the Board's clientele. Further, it should be noted that the foregoing settlement statistics reflect only those cases in which there has been a complete settlement of all outstanding issues. Therefore, if there were several issues in a mediation case with all issues except one being resolved by the mediator, that case does not show as a positive statistic.

The most time-consuming and staff intensive activity of the Board continues to be prohibited practice complaint proceedings and court activity. Although the level of filings of new prohibited practice cases fluctuates from year to year, the number of prohibited practice complaints filed with the Board this past year increased by one case from FY 83. During the past year, the Board achieved the dubious distinction of hearing the longest case in its history which consumed some 13 hearing days. In spite of such time-consuming activity, the Board issued a total of 27 formal decisions during the past year, reflecting a 68% increase in this particular level of activity from the prior fiscal year.

Both prohibited practice complaints and appellate matters require formal hearings, deliberation, intensive research and decision writing. Typically this area of the Board's jurisdiction involves both the Board and its staff in the details of docketing, arranging hearings before Board members, processing pre-hearing conferences, arranging for hearing locations, scheduling post-hearing memoranda, meeting for deliberation on cases, and research and preparation involved with the decisions themselves. Because both prohibited practice complaints and appellate proceedings reflect both simple issues occurring as the result of beginning labor-management relationships as well as complicated issues which result from the inability to come to a resolution of sophisticated issues in an equally sophisticated bargaining environment, it is anticipated that the number of prohibited practice complaints, although they may fluctuate, will stabilize at a level that is continually demanding of the Board's resources insofar as hearings, adjudication, and appellate proceedings are concerned. Consistent with the growing sophistication of the parties and the reliance they have placed in the Maine Labor Relations Board, the Board expects that the parties will continue to look to it to assist them in developing labor relations policy and in creating and maintaining an effective labor-management relationship in the Maine public sector.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	183,948	183,948				
Health Benefits	6,224	6,224				
Retirement	30,753	30,753				
Other Fringe Benefits	747	747				
Computer Services—State	8,063	8,063				
Other Contractual Service	28,348	28,348				
Commodities	861	861				
Grants—Subsidies—Pensions	219	219				
TOTAL EXPENDITURES	259,163	259,163				

MAINE JOB TRAINING COUNCIL

PETER COE, CHAIR
JANE C. WEED, EXECUTIVE DIRECTOR

Central Office: 283 State Street, Augusta *Telephone:* 289-2686
Mail Address: Statehouse Sta. #82, Augusta, Maine 04333
Established: February 25, 1983
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158J; *Citation:* Exec. Order 9, FY 83
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The major responsibility of the Maine Job Training Council, as mandated by the Job Training Partnership Act (JTPA) and established by Executive Order, is to recommend policy for job training and related activities in the State. The Council certifies local job training and Job Service plans, reviews and approves plans for the Older Workers and Education Coordination grants, and coordinates employment and training activities in the State.

ORGANIZATION: The Maine Job Training Council, authorized by the Job Training Partnership Act of 1982 and by Executive Order 9 FY 82/83, is a 25-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, State, Grant, SDA Program and Incentive Grant/Performance Standards—meet frequently throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM:
ACTIVITIES:

Recommendations: The Job Training Partnership Act (JTPA) became operational in the State of Maine in October of 1983. The Maine Job Training Council developed goals, objectives and coordination criteria for the 9-month transitional period (10/1/83-6/30/84) and the first Program year of JTPA (7/1/84-6/30/85).

Plan Review and Certification: The Council reviewed the respective plans of the JTPA Service Delivery Areas, Job Service and State JTPA programs and certified them in accordance with criteria set by the Council.

Public Hearings: Along with the Joint Select Committee on Job Training the Council held seven public hearings throughout the State to receive comments regarding the future directions of employment and training activities.

Long-term Work Plan: The Council began work on its long-term work plan which, when completed, will include a State job training policy for Maine.

PUBLICATIONS:

Proceedings: The Public Hearings of the Maine Job Training Council (1984).
Maine JTPA Directory (1984)
Governor's Coordination and Special Services Plan for PY '84-85.
Publications are free.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 891 & 965.
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: In FY 84, 72 new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators. This number reflects a decrease from the 95 cases filed in FY 83; however, it continues to reflect the acceptance of this dispute resolution device by the labor relations community. As in past years members of the Panel achieved major accomplishments in assisting public sector parties reach accord in labor contract negotiations. While the contracts for university and State employees involve collective bargaining for large units, the most frequent use of mediation services continues to be in the municipal and school sectors. During FY 84 the Panel of Mediators received requests for services with respect to 57 communities, public entities, and private enterprises. They attained an extraordinary settlement rate of 71% consistent with settlement rate of 73% and 69% in FY 83 and FY 82, respectively.

FINANCES, FISCAL YEAR 1984: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $14,902 in FY 84, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

SETH W. THORNTON, ACTING COMMISSIONER OF LABOR

GERARD P. BILODEAU, Executive Director

Central Office: Stevens School Admin. Bldg., Hallowell *Telephone:* 289-2331
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333
Established: August, 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A. 1452
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs as well as for economic development activities through the use of the system.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders of Governors Longley and Brennan, signed in 1978 and 1979, further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consist of the Commissioners of the Departments of Labor, Educational and Cultural Services and Human Services, and the Director of the State Development Office. Although not prescribed in the law, two advisory committees, the Steering Committee and the Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's chairperson. Under both the Federal and State Legislation, the intent is not to make the MOICC a data collection agency, but rather, to coordinate the development and maintenance of a comprehensive career, occupational and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 84, the Career Information Delivery System (CIDS) served an estimated 50,000 individuals at 105 sites located throughout the State. The majority of the sites are secondary schools, but other sites include campuses of the University of Maine, CETA Intake Centers, selected Vocational Rehabilitation sites, Job Service Offices, Correctional Institutions, and Vocational-Technical Institutes.

The CIDS consists of twelve cross-referenced data files containing occupational, educational, military training, financial aid, special services to the handicapped, and Job Bank information. The information is national, state and local in scope.

As part of the OIS, the MOICC has recently put into operation an economic data-based system designed to assist the State in its economic development efforts. Information on industrial parks, available manufacturing space, population, municipal services, industry employment and labor force will be included in these files.

As part of its services, the MOICC in FY 84 continued the operation of the Work Education Resource Center. The Center located at the MOICC Offices contains the most extensive library of career education materials available in the State. The publications and other materials at the Center have been made available to numerous schools and agencies throughout the State on a loan basis.

PUBLICATIONS:
The Work/Education Quarterly—No Fee
The CIDS Secondary Education Guide—Fee: $15.00
The CIDS Vocational Rehabilitation Guide—Fee: $15.00
The CIDS Employment & Training Guide—Fee: $15.00

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	90,692	60,476			30,216	
Health Benefits	4,131	3,410			721	
Retirement	15,225	9,449			5,776	
Other Fringe Benefits	461	315			146	
Computer Services—Comm	3,960	3,960				
Computer Services—State	29,575	18,958			10,617	
Other Contractual Service	186,282	124,507	50,432		11,343	
Rents	887	242			645	
Commodities	6,833	3,819	169		2,845	
Grants—Subsidies—Pensions	2,219		2,200		19	
Equipment	481		481			
Transfers to Other Funds	3,435		1,717		1,718	
TOTAL EXPENDITURES	344,181	225,136	54,999		64,046	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MARVIN W. EWING, CHAIRMAN
LESTER C. WOOD, Director, Industrial Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Industrial Safety is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Industrial Safety visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

Six (6) Board meetings were conducted during the year.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

ROBERT E. PENDLETON, JR., CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 774-0427
Mail Address: 175 Lancaster Street, Portland, Maine 04101
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicatory hearings in all parts of the State in FY 84. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has been holding hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044, 2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26, M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2, may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 85, the Commission anticipates an increased demand in its adjudicatory function, the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1983: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

MARVIN W. EWING, CHAIRMAN
WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Bureau of Labor Standards was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor Standards.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor Standards serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: The statistics for FY 84 are as follows:

Wage Determinations	134
Appeals Heard	0
Wage Investigations	2
Workers Involved	5
Wages Recovered	$1,439.18

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LAND CLASSIFICATION APPEALS BOARD

KENNETH L. CROSS, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A. Sect 841B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law, Farm and Open Space Tax Law or Forest Fire Suppression Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, are currently serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed three (3) cases during FY 84.

FINANCES, FISCAL YEAR 1984: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $500 in FY 84, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
GEORGE A. MAYO, Director, Property Tax Division

Central Office: State Office Bldg., *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 338; *Citation:* 36 M.R.S.A., Sect. 584
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

ORGANIZATION: The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

PROGRAM: The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land. Title 36 MRSA, Section 584, establishing this council, was repealed effective July 25, 1984.

FINANCES, FISCAL YEAR 1984: 36, MRSA, Sections 584 and 841-B provides that expenditures of this unit shall be borne by the Bureau of Taxation.

LEGISLATURE

GERARD P. CONLEY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* Senate 289-3604
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333 House 289-3384

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Legislative Count: 53

Organizational Units:
- Senate
- House of Representatives
- Legislative Council
- (Office of) Legislative Administrative Director
- (Office of) Director of Legislative Research
- (Office of) Legislative Finance Officer
- (Office of) Legislative Assistants
- Law and Legislative Reference Library

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement.

PROGRAM: The 111th Legislature met in its second regular session from January 4, 1984 to April 25, 1984.

During this session the Legislature considered 702 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. Among these were bills on subjects including minimum wage, compensation and retirement plan for the judiciary, divorce and custody laws, cigarette tax, and Maine's tax structure. The Legislature also considered 449 proposed amendments to various legislative documents. Forty-eight joint orders and resolutions were introduced during the session. 356 bills were chaptered into law.

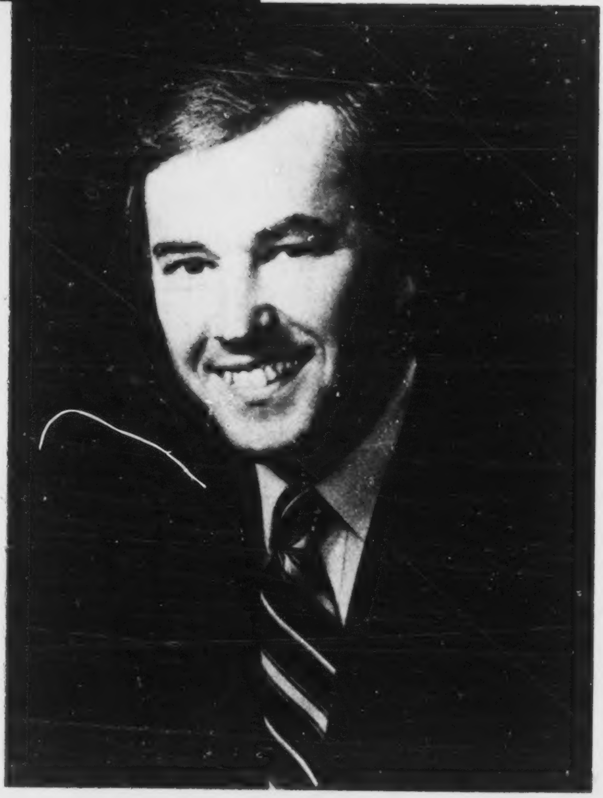
PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

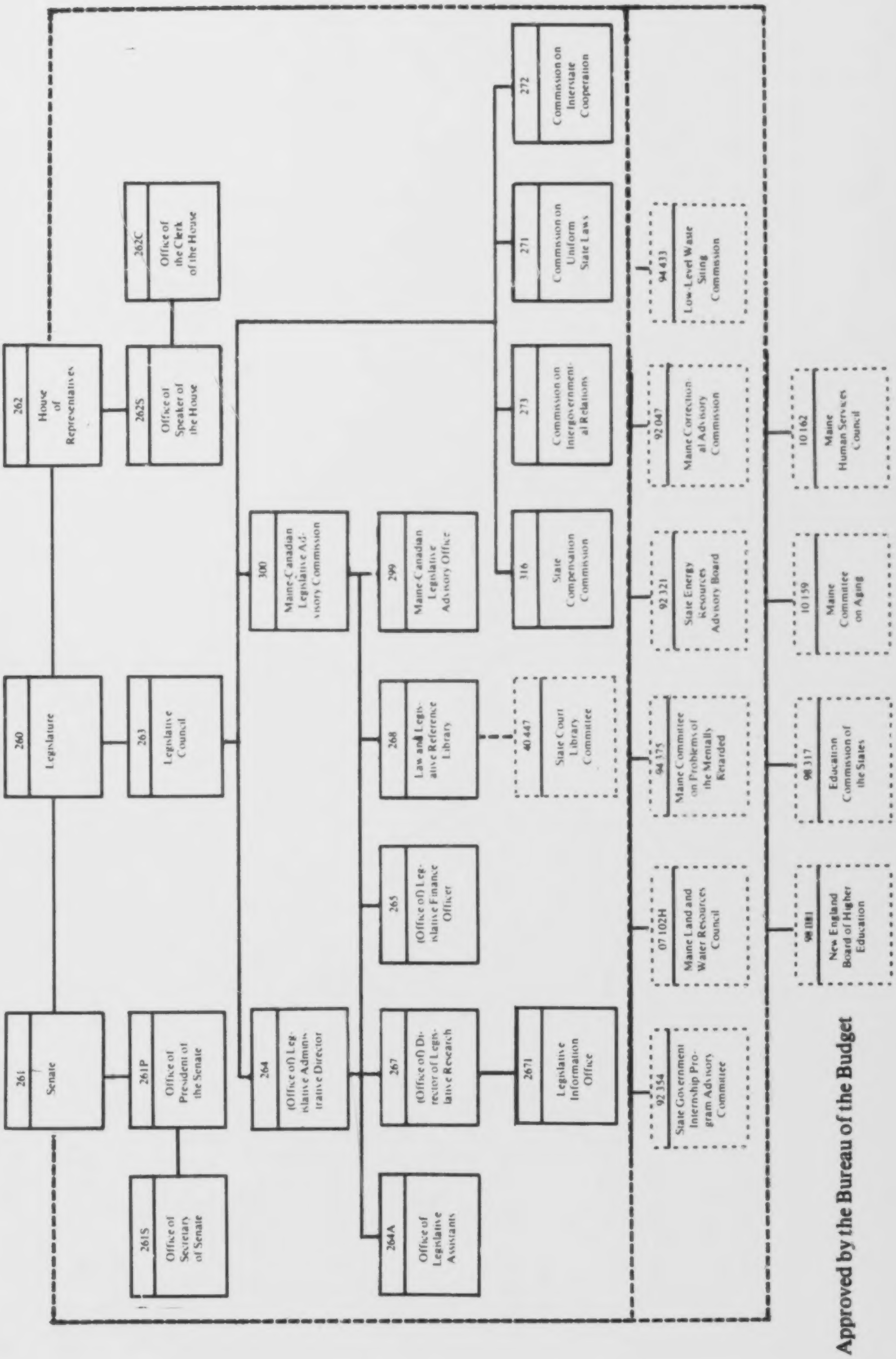
FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

Gerard P. Conley
President of the Senate



John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT
UMB 30


261 Senate
260 Legislature
262 House of Representatives
261P Office of President of the Senate
263 Legislative Council
262S Office of Speaker of the House
262C Office of the Clerk of the House
261S Office of Secretary of Senate
264 (Office of) Legislative Administrative Director
300 Maine-Canadian Legislative Advisory Commission
264A Office of Legislative Assistants
267 (Office of) Director of Legislative Research
265 (Office of) Legislative Finance Officer
268 Law and Legislative Reference Library
299 Maine-Canadian Legislative Advisory Office
2671 Legislative Information Office
40 447 State Court Library Committee
316 State Compensation Commission
273 Commission on Intergovernmental Relations
271 Commission on Uniform State Laws
272 Commission on Interstate Cooperation
92 354 State Government Internship Program Advisory Committee
07 102H Maine Land and Water Resources Council
94 375 Maine Committee on Problems of the Mentally Retarded
92 321 State Energy Resources Advisory Board
92 047 Maine Correctional Advisory Commission
94 433 Low-Level Waste Siting Commission
98 001 New England Board of Higher Education
98 317 Education Commission of the States
10 159 Maine Committee on Aging
10 162 Maine Human Services Council

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,761,842	2,625,350	136,492			
Health Benefits	181,579	178,118	3,461			
Retirement	381,484	362,118	19,366			
Other Fringe Benefits	8,642	8,191	451			
Other Contractual Service	2,706,446	2,705,558	19		869	
Rents	177,243	177,243				
Commodities	122,444	122,415			29	
Grants—Subsidies—Pensions	56,400	56,400				
Equipment	49,948	49,948				
Transfers to Other Funds	—45		—19		—26	
TOTAL EXPENDITURES	6,445,983	6,285,341	159,770		872	

SENATE

GERARD P. CONLEY, PRESIDENT OF THE SENATE
JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3601
Incoming WATS—SESSION ONLY—1-800-452-4601

Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part Sec.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year and must be a resident of the district for at least 3 months prior to his election; he must be at least 25 years of age at the time of election; and he must continue to reside within the district during his term.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate to be elected in 1984 shall consist of 35 members, each representing districts of approximately 32,000 citizens each.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders, who, by statute (3 M.R.S.A., Section 168) are permitted to hire their own staff assistants.

PROGRAM: The Senate convened for its First Regular Session of the 111th Legislature on Wednesday, December 1, 1982. During its first Regular Session, the Senate considered 1,778 Legislative Documents, 14 Constitutional Amendments, 1 Initiated Bill, and 44 Senate-sponsored Joint Orders. In addition, it considered and confirmed 27 gubernatorial appointments to various Boards and Commissions. On June 24, 1983, the Senate adjourned Sine Die, within its statutory limit.

The First Confirmation Session was held on August 4, 1983 for the purpose of acting upon various Joint Standing Committee recommendations on guberantorial nominations, including appointments to the Maine Labor Relations Board, the University of Maine Board of Trustees, the State Board of Education, the Maine Harness Racing Commission, and a Maine Supreme Judicial Court nomination. The Senate adjourned Sine Die on the same day.

The First Special Session of the 111th Legislature was held, according to Executive Order, on September 6, 1983, for the purpose of acting upon Emergency measures submitted by the Honorable Joseph E. Brennan, Governor of Maine. The Senate considered 9 Legislative Documents, 1 Senate-sponsored Joint Order and 13 gubernatorial appointments to various Boards and Commissions. The Senate adjourned Sine Die on September 7, 1983.

The Second Confirmation Session convened on September 23, 1983 to consider the recommendations of the various Joint Standing Committees on gubernatorial nominations. Included among the nomination considered and confirmed were appointments to the Maine Health Care Finance Commission and the appointment of the Chief Executive Office of the Finance Authority of Maine, both newly established by the Public Laws of 1983. Other nominations were; Commissioner of the Department of Education and Cultural Services, general membership appointments to the Land Use Regulation Commission, Board of Trustees of the University of Maine, the State Board of Education, and the Board of Trustees of the Maine Maritime Academy. The Senate adjourned Sine Die on the same day.

The Third Confirmation Session of the First Regular Session of the 111th Legislature was held October 28, 1983 for the purpose to consider the various Joint Standing Committees recommendations on gubernatorial nominations. Included among the nominations confirmed were; 2 Judicial appointments, Commissioner of Workers' Compensation, Me. State Housing Authority, Me. State Retirement Board of Trustees, Labor Relations Board, Marine Resources Advisory Council, Board of Environmental Protection, State Board of Education, Maine Maritime Academy Board of Trustees, and the Maine Real Estate Commission. The Senate adjourned Sine Die that day.

In compliance with a proclamation of Governor Joseph E. Brennan, the Senate convened November 18, 1983 for the Second Special Session of the First Regular Session of the 111th Legislature. The purpose of the Session was to improve the conformity of Maine tax law with the federal tax code. The Senate considered 3 Legislative Documents, confirmed 7 gubernatorial nominations and received communications from the Executive and heads of departments. The Senate adjourned Sine Die that evening.

The Second Regular Session of the 111th Legislature convened Wednesday, January 4, 1984. In this Session, the Senate considered 702 Legislative Documents, 6 Constitutional Amendments, and 18 Senate-sponsored Joint Orders. In addition, the Senate considered and confirmed 41 gubernatorial appointments to various Boards and Commissions. The Legislature, pursuant to a Joint Order, extended the Session 1 Legislative Day and adjourned Sine Die on April 25, 1984, after 51 days.

The First Confirmation Session of the Second Regular Session of the 111th Legislature was convened May 31, 1984. The Senate confirmed 7 gubernatorial nominations approved by the various Joint Standing Committees. The confirmations included; Superintendent of the Me. Bureau of Consumer Credit Protection, Superintendent of the Me. Buraeu of Banking, Me. Real Estate Commission, Superintendent of the Me. Bureau of Insurance, Me. State Retirement System, Inland Fisheries and Wildlife Council and Commissioner of the Me. State Housing Authority. The Senate Adjourned Sine Die that day.

On July 11, 1984 the Second Confirmation Session of the Second Regular Session of the 111th Legislature was convened, for the purpose of considering 8 gubernatorial nominations reviewed by various Joint Standing Committees. The Confirmations included; 2 Judicial appointments, Commissioner of the Workers' Compensation Commission, Me. Harness Racing Commission, 3 appointments to the Pesticides Control Board and an appointment to the University of Maine Board of Trustees. The Senate adjourned Sine Die that day.

PUBLICATIONS:

Senate Advance Journal and Calender (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of

Maine. Available free of charge.)

Maine State House and Maine Senate Chamber (Available free of charge.)

"How a Bill Becomes a Law" (Available free of charge—printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge—printed in conjunction with the League of Women Voters.)

Presidents of the Senate of Maine from 1820 (Mundy—$12.00 and $6.00, plus postage.)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to his election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 111th Maine Legislature on Wednesday, December 1, 1982. During the first regular session and two special sessions in 1983, 1,809 legislative documents and 31 House-sponsored Joint Orders were considered. House members submitted 447 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the sessions. The House adjourned from the first regular session on June 24, 1983, after meeting for 100 legislative days.

The second regular session of the 111th Maine Legislature was convened on Wednesday, January 4, 1984. During this session, 667 legislative documents and 14 House-sponsored Joint Orders were considered. House members submitted 292 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on April 25, 1984, after meeting for 51 legislative days.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's office.

Weekly Legislative Calendar—(published weekly). Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at $1.00 per copy.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House. Contains photos of all legislators. Available to the public at no charge.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

SEN. CHARLES P. PRAY, CHAIRMAN
REP. ELIZABETH H. MITCHELL, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333
Established: 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Legislative Council is responsible for overall management of the Legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A. §162) and the Joint Rules of the 111th Legislature. These include approval of all legislative budgets and provision for financial control; oversight of personnel matters, including establishment of salary scales and selection of individuals for critical staff positions; establishment of policies governing the operation of the Legislative Branch; allocation of work to Legislative committees when the Legislature is not in session, and other duties that may be assigned by the Legislature. In addition, the Council has the authority to administer oaths, issue subpoenas, compel the attendance of witnesses, and perform other supportive functions for the Superior Court relative to civil actions. The Council also serves as the intergovernmental coordinating agency on behalf of the Legislature.

ORGANIZATION: The Legislative Council, established in 1973, consists of the elected members of leadership of both houses. The 5 Senate members include the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor

Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council and the chairmanship alternates every two years between the House and Senate.

PROGRAM: The 111th Legislative Council organized three committees, each comprising four Council members, as a means of improving the Council's overall capacity to oversee management of the Legislative branch. These included a Committee on the Allocation of Legislative Space, whose recommendations were designed to make better use of the space in the State House and to improve the overall working environment. This resulted in the relocation of both House and Senate leadership and staff offices and many of the non-partisan staff offices. Another outgrowth of this Committee's work was to ensure the preservation of the State House by seeking a special appropriation to undertake extensive work on the exterior masonry of the State House, a project overseen by the Bureau of Public Improvements, in consultation with the Legislature.

A second Council Committee, the Personnel Committee, began an evaluation of both short-term and longer-term staffing needs. The Committee also began a review of personnel policies which has resulted in the development of consistent policies regarding eligibility for benefits and accrual and taking of leave throughout the Legislative branch.

The third committee established by the Council is the Committee on Data and Word Processing, whose initial purpose was to conduct a comprehensive analysis of opportunities for using data and word processing to support the operation of various Legislative activities and improve the overall quality of the work of the Legislature. As a result of this study, a large minicomputer and 24 workstations were installed on a pilot project basis in 1984.

The Council's work also included approval of after deadline Legislation and approval of 11 study reports to be conducted by Joint Standing Committees.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,761,842	2,625,350	136,492			
Health Benefits	181,579	178,118	3,461			
Retirement	381,484	362,118	19,366			
Other Fringe Benefits	8,642	8,191	451			
Other Contractual Service	2,634,830	2,633,942	19		869	
Rents	177,243	177,243				
Commodities	122,331	122,302			29	
Grants—Subsidies—Pensions	56,400	56,400				
Equipment	49,948	49,948				
Transfers to Other Funds	—45		—19		—26	
TOTAL EXPENDITURES	6,374,254	6,213,612	159,770		872	

(OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

SARAH C. DIAMOND, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The major statutory functions of the Legislative Administrative Director include direction and supervision of the non-partisan legislative staff offices, responsibility for implementing policy decisions of the Legislative Council, and acting as executive officer of the Legislature when it is not in session.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. In 1982, the 111th Legislature enacted legislation which extended the Legislative Administrative Director's authority to include overall direction and supervision of all of the non-partisan legislative staff offices: the Office of Legislative Finance, the Legislative Research Office, the Office of Legislative Assistants, and the Law and Legislative Reference Library.

PROGRAM: The specific activities of the Administrative Director's office are largely governed by policy decisions of the Legislative Council. Following the Council's approval of the rental of a minicomputer system on a pilot project basis in September, 1984, the office assumed responsibility for coordinating both the installation of the system as well as the development of word processing and data processing applications.

The Administrative Director also staffed the committees created by the Legislative Council in various areas related to overall legislative management—the Committee on the Allocation of Legislative Space, the Committee on Data and Word Processing, and the Personnel Committee—and was responsible for supervising the implementation of the programs that were subsequently approved by the Legislative Council.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Legislative Council.

LAW AND LEGISLATIVE REFERENCE LIBRARY

CATHERINE A. ATCHLEY, STATE LAW LIBRARIAN
LYNN E. RANDALL, DEPUTY LAW LIBRARIAN/ TECHNICAL SERVICES COORDINATOR
DAVID L. RABASCA, PUBLIC SERVICES COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2648
Mail Address: Statehouse, Sta. #43, Augusta, Maine 04333

Established: 1971

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Law and Legislative Reference Library provides comprehensive legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine.

Additionally, the library is responsible for distribution of session laws, Maine Revised Statutes Annotated, and printed decisions of the Maine Supreme Judicial Court.

ORGANIZATION: In 1971, PL 1971, c. 480 created the Law and Legislative Reference Library by transferring to its functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years. The State Law Librarian appoints a Deputy Law Librarian, subject to the approval of the Legislative Council, for a term of 3 years and employs all necessary assistants.

During fiscal year 1984, the Library changed its organizational structure, grouping staff members functionally under either public services or technical services. This reorganization was designed to support significant changes made in both areas of internal operation during the past year. Two full-time positions--one permanent and one temporary—were added to the staff.

PROGRAM:

Public Services. The Library provided reference, research and circulation services to patrons by means of telephone, mail and personal contact. Special services include computer access to: 1) the Legislative bill status system; 2) SIRS system, which allows online searching of the Maine Revised Statutes Annotated; and 3) WESTLAW, an automated general legal research system. During FY '84, over 100 legislative and state agency personnel received training on WESTLAW.

The Library's special resources also include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of current legislative interest.

The Library's staff responded to over 5500 reference and research inquiries. Over 25,000 items circulated or were used in-house.

Technical Services. To improve access to legal treatises, the legislative reference collection and other separate collections, the Library began a special project to evaluate these materials and classify them by subject. Items which must presently be retrieved by Library staff will be moved to shelves accessible to the public, and a complete set of catalog cards will be produced for each title. To facilitate cataloging the Library subscribed to OCLC, a national computer system which enables libraries all over the country to share catalog records. One additional project librarian was hired on a temporary basis, and clerical support is provided by a new clerk-typist. From November, 1983 through June, 1984, catalog cards were produced for 1,082 titles already in the collection, representing approximately 20% of those which will ultimately be classified. During this time 636 new titles were also classified. A total of 2,990 physical volumes were arranged in the new classified section.

Other types of material in the Library's collection, such as court reports, codes and journals, increased overall by 1100 volumes. The Library continued its efforts to conserve shelf space by acquiring certain state and federal materials in microform.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general library orientation, legal research and bibliography, and government documents.

During the legislative session, the Library circulated to legislators and other interested staff, *State Law Library Briefs*, a news and acquisitions letter.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops. Two staff members attended a course designed to encourage applications of personal computers to library operations, and a third staff member audited a substantive law course at the University of Maine Law School.

Distribution of State Publications. The Library distributed either by exchange or sale: 1) copies of the 1980 and 1981 *Laws of Maine;* 2) 1983 supplements and recompiled volumes 11 and 11A of the *Maine Revised Statutes Annotated,* as well as many previously issued recompiled volumes; 3) two volumes of the *Maine Reporter* (cases from 449-466 *Atlantic Reporter 2d);* 4) 25 legislative committee studies; 5) 1,441 legislative documents of the 1984 legislative session; 6) six issues of the *Maine Bar Bulletin;* and 7) the 1981 and 1982 volumes of the *Legislative Record.* Slip laws were provided to the Cleaves Law Library and University of Maine Law School Library during the session, as well as weekly printouts on the status of current legislation.

PUBLICATIONS:

The Library produced two issues of its newsletter, *State Law Library Briefs*, incorporating lists of newly acquired materials.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE ASSISTANTS

HELEN T. GINDER, DIRECTOR
HAVEN WHITESIDE, ASSISTANT DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333
Established: January, 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 266; *Citation:* 3 M.R.S.A., Sect. 166
Average Count—All Positions: 17 *Legislative Count:* 17

PURPOSE: The Office of Legislative Assistants provides research, analysis and support services on legislation and related topics of interest to the Legislature.

During Regular and Special Sessions, the staff of the Office write bills for introduction, assist Joint Standing Committees in the process of public hearings and analyses of bills and prepare research documents and amendments, including new drafts. While working with the Committees, the Legislative Assistants' work is directed by the Chairmen, who may request more than one version of amendments to bills to reflect their position or that of other members of the Committee. Assistants also assist the Committees and individual legislators in following their bills through the legislative process, including preparing amendments at the committee and floor stage, gathering further information and monitoring the effect of enacted legislation.

When the Legislature is not in session, the Office continues work on research topics suggested by the Committee Chairmen, or individual members, and on legislation which is carried over to the next session. They also provide the staff support for studies which have been approved and funded by the Legislative Council; this work involves organization of meetings, and other administrative tasks, research of the topic, and preparation of reports and any related legislation. The revision of portions of the statutes is frequently an interim-period task.

The Office of Legislative Assistants also provides research assistance to individual legislators and answers questions from the Legislature, executive agencies, the public and the press about previous legislation, studies and reports. It also provides research support to the Legislative Council.

Finally, the Office has participated in the development and presentation of educational programs for legislators, offering additional or expert information on the legislative process or subjects of particular concern because of pending legislation or their importance to the State.

ORGANIZATION: The Office of Legislative Assistants was first established in January, 1973 by a policy directive of the Legislative Council in order to provide non-partisan year-round legislative assistance to the Legislature and is responsible to the Legislative Council and the Legislative Administrative Director. The Director of Legislative Assistants is appointed by the Legislative Council and is responsible for supervising and assigning staff to Joint Standing Committees. In 1984, the Legislative Council approved the appointment of an Assistant Director.

The Office operates on a non-partisan, permanent basis and the Director and Assistants are appointed without reference to party affiliation. The Director and 6 Assistants are attorneys. The other 6 have various advanced degrees. Their diverse educational backgrounds and experience in areas of government, business, education and science help provide a broad range of knowledge and resources to the Legislature.

The assistants have been authorized by PL 1981, c. 524, to provide staff assistance to Legislative Committees undertaking review of administrative agency rules. This assistance will include review of rules according to the criteria in the Act, participating in public hearings, writing reports and drafting any necessary legislation.

PROGRAM: During fiscal year 1984, the Legislative Assistants completed narrative reports for Committee studies ordered by the 111th Legislature and approved by the Legislative Council; they also drafted the legislation required as a result of the Committee's decision. Examples of these tasks are the report and legislation which resulted from a study of the Public Advocate, Maine's Tax Structure, and the Allagash Wilderness Waterway.

The Assistants worked with individual legislators to draft bills for introduction. They provided information on and assisted Joint Standing Committees in reviewing more than 500 bills and drafted committee amendments and new drafts as required, during the Second Regular Session of the 111th Legislature.

Education. A great number and variety of scientific and technical problems come before the Legislature each session, ranging from hazardous waste storage and transportation to health care and economic projections.

Workshops on topics relating to proposed legislation were held during the Second Regular Session. A computer program established to provide a socio-economic data base to be used in econometric studies has been updated with population totals in this base reflecting 1980 Federal Census figures. Other projects planned include written issue briefs, conferences and improved analytic capabilities. The Office revised and published References, A Handbook for Maine Legislators and the Legislative Process in Maine, a slide/tape presentation.

During the 111th Legislature, the Director worked with the Dean of the University of Maine Law School to provide a series of seminars taught by Law School faculty on Legal Perspectives for Legislators. The topics of the seminars included Legislative Intent, Constitutional Problems and Statutory Interpretation.

The Director and other staff members assisted the Administrative Director on numerous fact-finding and policy development committees including planning for technical and other changes to better integrate the work of the several legislative agencies. In addition, they provided staff assistance to eleven Joint Select Committees and seven Commissions established by the Legislature.

PUBLICATIONS:

The following list is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. A limited number of these reports are available to libraries, government agencies and offices and the general public.

1. A Food Policy for the State of Maine.
2. Allagash Wilderness Waterway: Timber Harvesting and Sensitive Areas.
3. The Impact of Maine's Tax Structure on the Business Climate.
4. The Maine Capital Corporation.
5. Report of the Commission to Study the Matter of Child Custody in Domestic Relations Cases.
6. Special Retirement Plans.
7. Standards for Compensation of Boards and Similar Organizations.
8. Low Level Radioactive Waste Disposal Options for Maine.
9. Issue Brief: Equal Opportunity for Students in Public Elementary and Secondary Schools.
10. Issue Brief: Equal Property Taxation and Local School Administrative District Cost Sharing Formula.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

BENT SCHLOSSER, LEGISLATIVE FINANCE OFFICER
RICHARD N. SAWYER, JR., Assistant Legislative Finance Officer

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1962

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 162 and Sect. 167

Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Office of Legislative Finance collects, researches and analyzes both fiscal and program information related to the finances and operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation, and analyzes appropriations requests. The Office also aids the Legislative Council in helping the Legislature or any committee of the Legislature to make independent determinations on fiscal matters.

The Office of Legislative Finance provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; the Joint Standing Committee on Transportaion; and other legislative committees as information is required.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411, as a non-partisan appointee whose appointment depended entirely on fitness to serve. The duties have remained essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for an audit and program review capability within the Legislative Finance Office.

In 1981, the Legislative Council authorized one additional staff to provide financial assistance to the Committee on Transportation.

In 1983, the Legislature changed the term of appointment for all legislative directors to include the Finance and Assistant Finance Officer. The present term of appointment is 3 years.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs 2 budget analysts, 3 program analysts, and 2 secretaries.

PROGRAM: During FY 1984, the Office of Legislative Finance assisted the Joint Standing Committees on Appropriations, Audit and Program Review, Transportation, and others and the Legislative Council in completing several studies on financial policy and budget matters. In addition, the Legislative Finance Office continued the annual publication of its Compendium of State Fiscal Information and report for the Joint Standing Committee on Audit and Program Review.

During the second regular session of the 111th Legislature, the Legislative Finance Office performed 6 main functions: First, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Second, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and expected expenditures. Third, the Office oversaw the initial preparation of the appropriations bills submitted for introduction into this session. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from the Committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provision of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee. Fourth, the Office provided financial assistance to the Committee on Transportation in its review of the Department of Transportations' budget. Fifth, the Office provided research assistance and drafted reports and legislation for the Joint Standing Committee on Audit and Program Review. During FY 84, the Committee evaluated and developed recommendations and accompanying legislation related to Sunset Review of the Department of Inland Fisheries and Wildlife, the Department of Conservation, and a number of independent agencies; a process which began in January 1983 and extended to the end of the Second Session and which involved an extensive legislative review of the agencies' budgets and programs. The Committee continued its ongoing Audit work by beginning its review of the Departments of Environmental Protection and Marine Resources, and the Public Utilities Commission. Sixth, the Office provided staff support to the Joint Standing Committee on Fisheries and Wildlife.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #15, Dec. 1983. (Free, available on request)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of the Departments of Inland Fisheries and Wildlife, Department of Conservation, and independent agencies. (Free, available on request)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-2101
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 14 *Legislative Count:* 0

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, maintains a computerized system for bill drafting, which has resulted in faster and more accurate dissemination of information on the Legislative process and on Legislative enactment. The Legislative Information Office also maintains a computerized bill status system, which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer maintains both a consistent series of indexes for session enactments and for the Legislative Record, and the Title and Section program which is designed to eliminate duplication and conflicts in pending legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director, appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was originally appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). All personnel in the Legislative branch have since been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director are now appointed to 3-year terms (PL 1983, c. 2).

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1984, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction and form of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

Publishing. During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes, to revising the master setup of the Maine statutes maintained in the office and to placing the full text of the Maine Statutes in the office's computer data base. Now, any section of the statutes can be called up on to a terminal screen for drafting purposes. During the summer of 1984, the office published the soft bound edition of Public Acts and Constitutional Amendment of the Second Regular Session of the 111th Legislature, and distributed approximately 6,500 copies of it to legislators, government agencies, and the public. During fiscal year 1983-84, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1983-84; by providing material for and checking the Constitution of Maine to accommodate the Chief Justice in the recodification and to prepare for republication of Volume I of the statutes; and by providing material during the Second Regular Session of the 111th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of other volumes of the Maine Revised Statutes.

Status. The Legislative Research Office, working through its Office of Legislative Information, continued to maintain the legislative bill status system to provide current information on all bills introduced into the Second Regular Session of the 111th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. The Legislative Information Office handled a large volume of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 110th Legislature, Second Regular*

Session and 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 111th Legislature, Second Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the First Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

The work of the Legislative Research Office is dsigned to achieve two long-range goals: first, to work with all State departments and agencies in improving the quality of the Legislative drafting process and second, to continue to revise the entire set of the Maine Revised Statutes with the objective of making legislative changes clearly understood.

PUBLICATIONS: 1983

1. *Maine Revised Statutes Annotated*—Consisting of 27 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Eleventh Legislature* of the State of Maine at the second regular session, December 1, 1982 to June 24, 1983. Contains a subject index. (Limited copies available at no charge from the Office of Legislative Research)

(Limited publication available in the fall of 1982 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 111th Legislature,* second regular session, History and Final Disposition. Compiled and made available by the Legislative Information Office.

(Limited publication available in the fall of 1984 without charge from the Legislative Information Office.)

4. *Laws of Maine.* Volume contains all Session Laws and related documents and pages of each legislative session. Available for purchase or loan through the State Law Library.

5. *State of Maine Manual for Legislative Drafting* August 1980. (Limited publication available from the Office of Legislative Research or on loan from the Legislative Reference Library).

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	324,762	324,762				
Health Benefits	7,699	7,699				
Retirement	53,328	53,328				
Other Fringe Benefits	1,731	1,731				
Other Contractual Service	334,610	334,610				
Rents	1,258	1,258				
Commodities	1,565	1,565				
TOTAL EXPENDITURES	724,953	724,953				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN
DONAT B. BOISVERT, DIRECTOR
CLAIRE C. PAQUETTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333
Established: February 3, 1978
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A. Sect 223
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Office in carrying out his mandate to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978 c. 605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Commission and Office were created in February of 1978.

The commission consists of 7 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 for a term of 2 years) and 3 appointed by the President of the Senate (2 for a term of one year and 1 for a term of 2 years).

The office is administered by the director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French. The director was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: The commission received quarterly briefings from the director in FY 84. The Fall report concerned membership in the International Association of French-Speaking Parliamentarians; a meeting with the Quebec Government Delegate; a visit by the Consul General of France; regional broadcasting; and tidal power developments. At the Winter meeting, the International Trade Commission's potato and fishery investigations were discussed and the office's information distribution service was reviewed. The Spring session focused on fisheries issues, visits by the director of the Quebec Office of Interparliamentary Relations and the Consul General of Canada and educational and cultural exchanges. Discussions during the Summer meeting concerned VIA rail passenter service through Maine, interparliamentary visits and budget requests for FY 85.

In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees.

During FY 84, the Maine-Canadian Office monitored a number of Canadian topics for legislative committees including: the restructuring of the Atlantic fisheries, the Georges Bank dispute, the restoration of the VIA Atlantic, tidal power developments, prospects for importing natural gas, Atlantic salmon regulations, I.T.C. potato and fishery investigations as well as forestry and environmental issues.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

In February of 1984, the director coordinated a meeting in Quebec City for the Speaker and the Senate President with the President of the Quebec National Assembly and subsequently organized a return visit for Quebec officials to the Maine Legislature to discuss a Maine-Quebec border area legislative meeting.

In May of 1984, two representatives of the Maine Legislature and the director participated in the third regional meeting of the International Association of French-Speaking Parliamentarians held in Baton Rouge, Louisiana.

In June of 1984, the director was invited to attend the 9th Congress of the Parti Quebecois in Montreal as a special observer.

Economic Relations. The Maine-Canadian Office is mandated to promote economic exchanges.

In FY 84, the office provided a Canadian economic development specialist as the keynote speaker for a conference sponsored by the U.S. Commerce Department; monitored changes in cross border broadcasting; and assisted various businesses with questions concerning Canada.

In August of 1983, the director organized economic discussions between the Consul General of France and business and government leaders in Lewiston and Augusta.

Translation Service (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

In addition to translating correspondence for legislators, the Maine-Canadian Office prepared translations and provided proofreading services for the Department of Educational and Cultural Services and the Bureau of Forestry.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed; by assisting the various departments in their information searches and by otherwise facilitating the transactions.

During FY 84, the Maine-Canadian Office provided weekly updates on Canadian issues to the following State agencies: Agriculture, Educational and Cultural Services, Energy Resources, Environmental Protection, Forestry, Inland Fisheries and Wildlife, Legislative Assistants, Marine Resources, Planning and Transportation.

In September of 1983, the director accompanied a group of agricultural specialists from Quebec on a tour through central and southern Maine.

The office also cooperated with Maine's Congressional delegation on several bilateral matters.

Francophone Services. The office also assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between non-profit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau.

The Maine-Canadian Office prepared tours for visitors from the University of Ottawa and from Switzerland who were interested in Maine's French-Speaking population and also organized a visit to the St. John Valley and the University of Maine in Orono for the Consul General of France.

In April of 1984, the director introduced the new Consul General of Canada to Maine officials. He presented a legislative proclamation to the Alliance Francaise on its 100th anniversary.

Information Service. The Maine-Canadian Office serves as a reference service for Canadian officials to facilitate their interactions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and speeches.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
GUYLAINE T. COTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A. Sect 223

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: See Maine-Canadian Legislative Advisory Commission report.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	30,202	30,202				
Health Benefits	1,161	1,161				
Retirement	4,745	4,745				
Other Fringe Benefits	192	192				
Other Contractual Service	7,122	7,122				
Commodities	1,057	1,057				
TOTAL EXPENDITURES	44,479	44,479				

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD CARTER, CHAIRMAN
SENATOR CARROLL E. MINKOWSKY, Secretary

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2075
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Established: 1939
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.

3. *Publications 1980*, Council of State Governments 1980. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	63,452	63,452				
TOTAL EXPENDITURES	63,452	63,452				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland *Telephone:* 772-6565
Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112
Established: August 20, 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of all of that legal intelligence as developed by the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed by the Conference and adopted by the several States are as follows: The Uniform Commercial Code, the Uniform Probate Code, Uniform Consumer Credit Code, Uniform Marriage and Divorce Act, Uniform Child Custody Jurisdiction Act, Uniform Anatomic Gift Act, Uniform Determination of Death Act, Uniform Conservation Easement Act, and many more.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Commodities	113	113				
Other Contractual Service	8,164	8,164				
TOTAL EXPENDITURES	8,277	8,277				

LOBSTER ADVISORY COUNCIL

EDWARD A. BLACKMORE, CHAIRMAN
SPENCER APOLLONIO, Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A. Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Council met five times during FY 1984. As has been the case for the past few years the Council directed most of its time and effort to the lobster trap limit issue. Maine's V-notch protection proposal in the New England Fishery Management Council's lobster management plan also received a great deal of attention. The Swans Island trap limit proposal, lobster fixed gear/mobile gear conflicts and cooperative lobster tragging efforts were also issues that received a considerable amount of the Council's time and attention throughout the year.

FINANCES, FISCAL YEAR 1984: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $1,780.40 in FY 84, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

WILLIAM VARNEY, CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: 73 Winthrop Street, Augusta *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333 *WATS:* 1-800-452-8777
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351
Average Count—All Positions: 27 *Legislative Count:* 40
Organizational Units:
Administrative Division
Financial Division
Marketing Division
Production Division
Claim and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: The State Lottery Commission, which implemented a new Daily Game in June of 1980, brought the Weekly Game to an end on January 22, 1981 upon the recommendation of the Director. The Weekly Game had been the first Lottery Game sold in June of 1974. On March 30, 1981, the Lottery brought to an end its use of the banks as ticket distributors to agents. To replace the banking network, the Lottery's Field Representatives now deliver tickets and cash those tickets up at the agent's location. The use of Field Representatives to deliver and cash up tickets has not only resulted in a closer relationship with the agents, it has resulted in a competitive spirit between Field Representatives.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State. Licenses are now issued at no charge.

PUBLICATIONS: *Action,* a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	457,980					457,980
Health Benefits	23,895					23,895
Retirement	72,127					72,127
Other Fringe Benefits	2,069					2,069
Computer Services—State	16,442					16,442
Other Contractual Service	811,376					811,376
Rents	29,874					29,874
Commodities	18,132					18,132
Transfers to Other Funds	22,345					22,345
TOTAL EXPENDITURES	1,454,240					1,454,240

LOW-LEVEL WASTE SITING COMMISSION

SEN. JUDY KANY, CHAIRPERSON
COMM. HENRY WARREN (D.E.P.), VICE-CHAIRMAN

Central Office: D.E.P. Office, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 10 MRSA, Sect. 175

Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE:

A. Study the management, transportation and disposal of low-level waste generated in or near this State;
B. Evaluate current radioactive waste classifications and propose alternatives, if appropriate;
C. Evaluate methods and criteria for siting low-level waste disposal facilities; and
D. Assist the Governor in regional efforts to manage low-level waste.

ORGANIZATION: Membership; appointment. The commission shall consist of 9 members, who shall be appointed as follows. The Commissioners of Environmental Protection and Human Services, and the State Geologist, or their designees, shall be members of the commission. The President of the Senate shall appoint 3 Senators, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The Speaker of the House of Representatives shall appoint 3 Representatives, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The members shall be appointed in a timely manner. The Chairman of the Legislative Council shall call the first meeting of the commission, and at this meeting the commission shall elect a chairman and a vice-chairman from its membership.

PROGRAM: This Commission, whose organizing statute was effective on September 1, 1981, held its first meeting Sept. 25, 1981 to organize and begin its study of the low-level waste problem. The Commission has met periodically throughout the past two fiscal years in public sessions to hear reports from knowledgeable persons and to review materials generated both inside and outside the state. The Commission produced an interim progress report in June 1972 and interim recommendations to the Governor and the Legislature in February 1983.

The full Commission has continually reviewed and commented on drafts of a proposed Northeastern Low-Level Waste Disposal and Management Compact being negotiated among eleven Northeastern states. Four states have ratified the compact but Maine has chosen not to join based on the Commission's February 1984 report to the Legislature. The Commission is now considering Maine's other options and will recommend one to the 112th Legislature and the Governor.

PUBLICATIONS:

Interim Report of the Commission to the Governor and the Legislature, June 1982

Interim Recommendations of the Commission to the Governor and the Legislature, February 1983

Low-Level Radioactive Waste Disposal Options for Maine, February 1984.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Waste, Department of Environmental Protection.

MAINE HEALTH CARE FINANCE COMMISSION

DAVID WIHRY, PH.D., CHAIRMAN
FRANCIS G. McGINTY, EXECUTIVE DIRECTOR

Central Office: 9 Green Street, Augusta *Telephone:* 289-3006
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333
Established: September 23, 1983 *Sunset Review Required by:* June, 1989
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 460; *Citation:* 22 MRSA, Sect. 383
Average Count—All Positions: 6 *Legislative Count:* 14

PURPOSE: The Commission was created to design and administer the hospital financing system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine, (2) promote greater equity among those who must pay hospitals and (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. In addition to Dr. Wihry, the members of the Commission are Diantha Carrigan of Medomak, who serves as the Commission's Vice Chairman, David Cluchey of Cape Elizabeth and Agnes Flaherty of Saco. One position is currently vacant.

The Commission is empowered to appoint an Executive Director and General Counsel as well as employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the financing system. The Division of Financial Operations' staff is responsible for the computation of the revenue limit assigned each hospital and the apportionment of that limit to the various payors and purchasers of the hospital's services. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems the Commission is required to establish.

The Commission and its staff regularly consult with the members of three Advisory Committees. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of Unionmutual and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two representatives of allopathic physicians, two representatives of osteopathic physicians, two registered nurses and a representative of other hospital employees directly engaged in the delivery of patient care.

PROGRAM: The Commission has successfully implemented the hospital financing system it was established to administer. It has adopted rules defining the base year financial requirements of hospitals, necessary adjustments for inflation and other factors, and the computation and apportionment of the gross patient service revenue limit to be assigned each hospital. The first eight hospitals subject to the Commission's regulation, those which will begin their next fiscal year on October 1, 1984, have been assigned revenue limits. Other hospitals will be assigned a revenue limit for their first fiscal year commencing after that date.

The Commission has also promulgated the rules necessary to reestablish the hospital discharge data system which was administered by the Health Facilities Cost Review Board from 1979 to June 1, 1983. Consist with the Legislature's direction that such data be made available in the least restrictive manner possible, the Commission has developed a regulatory framework which enables bona fide research organizations to secure the data they require without compromising the confidentiality of data which might indirectly identify patients or practitioners.

LICENSES, PERMITS, ETC.:

The Commission does not have the authority to issue licenses or permits. It regulates the charges hospitals are permitted to make for the services they provide to patients and defines the obligations of the Department, Blue Cross and Blue Shield and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	106,654	83,855	22,799			
Health Benefits	2,086	1,800	286			
Retirement	7,036	4,071	2,965			
Other Fringe Benefits	298	273	25			
Other Contractual Service	124,677	20,411	104,266			
Rents	5,820	4,812	1,008			
Commodities	2,433	566	1,867			
Equipment	4,910	4,377	533			
TOTAL EXPENDITURES	253,914	120,165	133,749			

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
KENNETH C. YOUNG, JR., Deputy Commissioner

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451

Average Count—All Positions: 140 *Legislative Count:* 105

Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

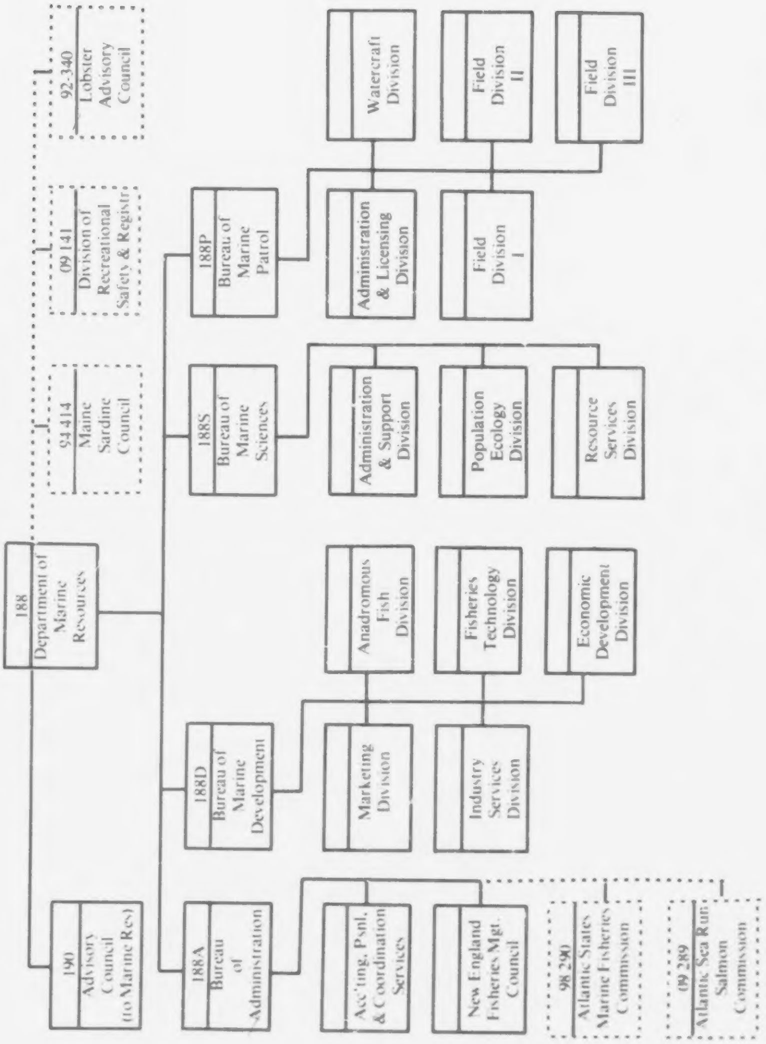
PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by Legislature to assist the Commissioner on matters related to the lobster industry.

PROGRAM: In addition to its ongoing activities, DMR's principal objectives during the past year have been: 1) to improve its groundfish economic development program in full consultation with the fishing industry, 2) to insist upon the highest level of professional training for members of DMR's Bureau of Marine Patrol, 3) to improve its marine sciences program to better serve fisheries management in the Gulf of Maine, 4) to expand the work of DMR's Extension Service, and 5) to reach out to other marine research institutions to stimulate cooperative attention to the problems of Maine's fisheries. The following briefly summarizes progress on these objectives. More details on these and other activities will be found in the individual Bureau Reports.

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13


188 Department of Marine Resources
190 Advisory Council (to Marine Res)
94 414 Maine Sardine Council
09 141 Division of Recreational Safety & Registr
92-340 Lobster Advisory Council
188A Bureau of Administration
Acc'ting, Psnl, & Coordination Services
New England Fisheries Mgt. Council
98 290 Atlantic States Marine Fisheries Commission
09 289 Atlantic Sea Run Salmon Commission
188D Bureau of Marine Development
Marketing Division
Industry Services Division
Anadromous Fish Division
Fisheries Technology Division
Economic Development Division
188S Bureau of Marine Sciences
Administration & Support Division
Population Ecology Division
Resource Services Division
188P Bureau of Marine Patrol
Administration & Licensing Division
Field Division I
Watercraft Division
Field Division II
Field Division III

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,646,070	2,140,954	122,424		382,692	
Health Benefits	132,848	106,878	6,462		19,508	
Retirement	579,792	494,857	25,643		59,292	
Other Fringe Benefits	22,225	19,450	764		2,011	
Other Contractual Service	792,821	668,667	58,955		65,199	
Rents	23,187	21,465	325		1,397	
Commodities	232,067	145,111	67,959		18,997	
Grants—Subsidies—Pensions	6,065	5,985			80	
Equipment	283,153	182,008	40,127		61,018	
Transfers to Other Funds	15,691		5,202		10,489	
TOTAL EXPENDITURES	4,733,919	3,785,375	327,861		620,683	

Groundfish Industry Development. Having completed necessary field testing of a market development strategy in a limited demonstration project in the Portland metro area, the department, working closely with the Maine groundfish industry, proceeded with further implementation of its marketing and quality assurance program. The "Catch the Taste Program" is founded on the principle of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very beneficial attribute of this program as compared to most public generic advertising and promotion programs.

While Maine processing plants participating in the program are certified under a quality assurance program, the harvesting sector which lands the raw product is not. The 110th Legislature supported administration legislation which created the Maine Groundfish Association. The department continues to support the growth of that organization, whose current initiative is to address the problems related to expanding and improving the quality of groundfish landings. This is a major initiative critical to keeping Maine competitive in an intensely competitive market.

Marine Patrol. Training programs have been carefully reviewed and recommendations made by a committee of officers to insure that our personnel receive as much professional training as is reasonably available. Officers have responded clearly and positively to those opportunities to increase their self-confidence and professional stature as natural resources enforcement officers. Officers in the field contribute direct and immediate knowledge from the field to personnel in other bureaus who have less opportunity for field work and thus less frequent direct contact with the industry.

A thorough and continuing review of the Bureau's needs for boats, vehicles and equipment has been initiated to insure that realistic and economical equipment is available to the officers within the practical limitations of the budget. One result of this review is that patrol vessels are now available during limited seasonal periods in support of other DMR activities,—a significant increase in DMR flexibility and capability to carry on a variety of patrol, research and development programs.

The department continues to expand its Volunteer Marine Patrol Officer Program in an effort to meet the increasing responsibilities of the bureau. These volunteer officers will be of great assistance especially in the area of striped bass and Atlantic salmon enforcement.

A substantial number of new portable radios have been purchased to provide the officers in the field with improved communications and the vehicle fleet has been updated.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continued its efforts at establishing interagency cooperation. This year, these steps include the development of a long-range master plan for the McKown Point facilities in conjunction with the Bigelow Laboratory for Ocean Sciences; a Gulf of Maine ecosystem workshop sponsored jointly with the University's Sea Grant Program; joint planning with the University and Bigelow Laboratory regarding conversion of the newly acquired 85-foot JUBILEE into a research vessel; and smaller, informal and cooperative projects with the New England Fishery Management Council, the College of the

Atlantic, the Bigelow Laboratory, the University of Maine, and the Woods Hole Oceanographic Institution.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma", and never dull.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems.

The department's anadromous fish division has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical review and comment on hydropower proposals has become a significant part of its activities and is expected to increase.

Fishing Industry Issues. The groundfish industry is becoming increasingly competitive on both a national and international basis. Competition, based on strong efforts to improve quality as well as increase landings, puts a great deal of pressure on the relatively small Maine groundfish industry.

There is great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within the department, the possibility of developing innovative non-competing fishing gear is being explored. In the future it may be anticipated that measures not presently socially acceptable may be required to deal with increasingly explosive conflicts. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a wide spread issue in U.S. fisheries.

Long Range Planning. A four-year plan was completed in preparation for budget and program requests which were presented for Fiscal Years 1984, 85, 86 and 87 to meet long range needs and demands in the Administration, Development, Sciences and Patrol Bureaus.

The increasing competition for high-value, common-property, marine resources inevitably means greater demands on all of DMR's capabilities. Because of the common-property nature of the resource, DMR carries on a very substantial part or all of the enforcement, public health protection, gear development, research, promotion, management and quality control for the entire industry. Long-range planning will be based on the premise that DMR will be asked to increase its activities in all these areas and that it must be adequately funded to do so.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:

- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Moss (Resident & Non-Resident)
- Scallop Fishing
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer

- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species
- Shellfish Sanitation Certificates

Special License for:
- Aquaculture
- Research
- Education

Leases for:
- Aquaculture
- Research

PUBLICATIONS:

HOW TO PREPARE AND EAT MAINE LOBSTER—8 page leaflet—single copy free—commercial establishments $5 per 100

SEAFOOD DISHES FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100

SHRIMP MARVELS FROM MAINE—6 page leaflet—single copy free—commercial establishments $3.60 per 100.

THE MAINE DISH IS MUSSELS—8 page leaflet—single copy free—commercial establishments $5 per 100.

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—free—supply limited.

BUYERS GUIDE FOR MAINE SEAFOOD—free—supply limited.

INDEX OF PUBLICATIONS (1946-July 1979)—free.

FINANCES, FISCAL YEAR 1984: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	6,540	6,540				
TOTAL EXPENDITURES	6,540	6,540				

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES WARREN, CHAIRMAN
E. MAYNARD GRAFFAM, JR., Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 3551

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met eight times during the year providing information and advice to the Commissioner. In addition to meeting its broad responsibilities, the Council also performed specific duties established by law. These duties included the approval of Special Licenses and Permits and adoption or modification to Department proposed regulations. Regulations approved by the Council during the year included: Standards for Closure of Contaminated or Polluted Flats, Shellfish Culture in Closed Areas, Amendments to Herring Regulations, Closed Season Fishing for Crabs in the Medomak River, Swans Island Area Scalloping Regulations, Swans Island Area Lobster Trap Limit Regulations, Sturgeon Fishing and Minimum Length Regulations, Spawning Groundfish Closure Booth Bay and Sheepscot Bay and Restrictions for Sucker Fishing in the towns of Bowdoinham and Topsham.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $4,671.96 in FY 84 and are, by administrative decision, included with thos eof the Bureau of Administration, Department of Marine Resources.

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Location: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 0000 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel, equipment and processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION MARINE RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	230,152	195,018	13,899		21,235	
Health Benefits	10,167	8,167	986		1,014	
Retirement	32,771	27,298	2,163		3,310	
Other Fringe Benefits	1,123	945	69		109	
Other Contractual Service	112,349	93,033	15,262		4,054	
Rents	1,802	1,737			65	
Commodities	7,200	6,260	397		543	
Equipment	18,593	593	18,000			
Transfers to Other Funds	1,201		642		559	
TOTAL EXPENDITURES	415,358	333,051	51,418		30,889	

BUREAU OF MARINE DEVELOPMENT

E. PENN ESTABROOK, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6051

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's commercial marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division. Anadromous fish are those finfish species which attain their growth in the marine environment but return to fresh water to reproduce. The dependency of these fish resources on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and

Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced fishery management capabilities and accomplishments.

The goals of the anadromous fish division are to maintain existing runs at optimal levels, to restore anadromous fish runs to river systems which historically supported these species, and to improve management capabilities through increased knowledge of their life histories and habitat requirements. Historically abundant anadromous fish runs were decimated by the construction of impassable dams and water pollution. With the remarkable improvement in water quality in recent years, the major remaining obstacles to restoration of anadromous fish runs are numerous dams which lack upstream and downstream passage facilities.

Hydropower Development: The renewed interest in hydropower development has given rise to increased concern about impacts on existing anadromous fish runs and anadromous fish restoration programs. Much staff time has been devoted to the review of hydropower development applications to the Federal Energy Regulatory Commission for either licensing, preliminary permit for feasibility studies or exemption from licensing.

Androscoggin River: The first fish passage facility to be built on the Androscoggin River at Brunswick in 100 years became operational and was dedicated on May 13, 1983. This fish passage facility was built by Central Maine Power Company in conjunction with the redevelopment of the Brunswick hydro-electric facility and represents the most modern fish passage facility in the State of Maine. This fish passage facility is in its second year of operation by Marine Resources. From May to July, 1984, 2410 alewives, 1 shad, 51 Atlantic salmon, and 4 brook trout were selectively passed upriver. It is expected that the Lower Androscoggin River and tributaries below Lewiston Falls will produce in excess of 600,000 pounds of alewives and 150,000 pounds of shad annually as well as benefit other migratory species.

Shad and Alewive Management: During the spring of 1984, over 12,000 adult alewives were stocked in various watersheds. Over 8,000 alewives were stocked in Sabattus Pond, Tripp Pond, Taylor Pond, and Marshall Pond, which are in the Androscoggin River drainage. This marks the second time since the early 1800's that alewives have been present in these ponds with the exception of Sabattus Pond which was initially stocked in 1982. In addition, 52 adult Shad from the Cathance River were stocked in the Androscoggin River below Lewiston Falls.

Experimental netting for adult and juvenile shad below the Augusta dam indicates that the recolonization of this area by remnant stocks of shad has been very limited to date. The highest concentration of shad found in the Kennebec River system has been in Merrymeeting Bay and its tributaries of the Eastern River, Cathance River and Abagadasset River.

Penobscot River: Considerable staff time has been devoted to development of a shad and alewife restoration dam for the Penobscot River. Habitat analysis indicates that the Penobscot River could produce an annual harvestable yield of 5,400,000 pounds of alewives and 2,100,000 pounds of shad. All major hydropower dams on the main stem Penobscot are due for relicensing during the next decade. The redevelopment of the Bangor dam and proposed new dam at Basin Mills, if developed, would result in five main stem dams in the lower 13 miles of the Penobscot River from tidewater to Old Town. Cumulative impacts of these multiple barriers on fish passage in the lower Penobscot represents a formidable problem for anadromous fish restoration in this watershed.

A substantial amount of staff time by DMR, Atlantic Salmon Commission, and U.S. Fish and Wildlife Service personnel is committed to assure timely restoration of the sea run fish resources of the Penobscot River.

Kennebec River: In response to a Legislative resolve to assure fish passage in the Augusta dam, the anadromous fish staff have worked closely with the Atlantic Salmon Commission, Inland Fisheries and Wildlife and the Attorney General's office in support of a petition to the Federal Energy Regulatory Commission. The petition was submitted in March, 1984 requesting modification of the license to require the dam owner to provide fish passage. Concurrently with this action, the DMR has prepared a draft fishery restoration and management plan for presentation to the FERC. This plan, when approved by the State fishery agencies, will be presented as supplemental information when the FERC holds hearings on the petition. Based on analysis of historical habitat above the Augusta dam, the Kennebec River could produce a run of 2.6 million adult alewives and 725,000 adult shad.

Additional Management Activities: Anadromous fish personnel continued to evaluate water resource development projects, wetlands applications, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained ten fishways during the fish migration period and provided technical assistance to 34 coastal towns which manage alewife fisheries.

Fisheries Technology Division. The Fisheries Technology Service is a division within the Maine Department of Marine Resources Bureau of Marine Development and is funded under the Research and Development Act (P.L. 88-309) administrated by National Oceanic and Atmospheric Administration (National Marine Fisheries Service, Office of Sea Grant) and from the State of Maine.

During 1983-1984 FTS personnel consisted of a Director and a staff of three persons. One field agent is stationed in central coastal Maine with the responsibility of conducting marine extension-educational activities and promoting marine industry development on a statewide basis. FTS operates a research and development vessel "Explorer" based at the department's research station in Boothbay Harbor. The "Explorer" is manned by a vessel captain and a mate.

Throughout 1983-1984 the Fisheries Technology Division has acted in the capacity of a marine advisory service on a variety of marine-related subjects in addition to conducting several projects designed to increase gear productivity, promote quality control, market development, increase productivity and utilization of underutilized species, and to develop specialized gear that is size and species selective.

Gear Development: FTS completed field testing of a number of nets of various mesh size measurements designed to release sub-market size silver hake. Work continued in the development of a shrimp-fish separator trawl that retains shrimp while releasing unwanted or undersized fish. FTS continued its gear loan program to fishermen interested in evaluating its effectiveness as to location and species caught.

Surveys: FTS agents and commercial herring spotter pilots continued to supply research personnel with information pertaining to locations and abundances of juvenile herring as a continuing project to determine the size and locations of herring year classes.

Aquaculture: FTS agents gave informational assistance in applying for aquaculture leases and technical assistance in proper seeding and harvesting of blue mussels.

Quality Control and Marketing: FTS agents assisted the rapidly expanding mahogany quahog fishery by locating sources of markets, loan of harvesting gear and producing a publication on proper handling, transportation and storage methods that ensure high quality product.

Research Support: Vessels and crews were provided to the Bureau of Marine Sciences in support of their projects including fish and shrimp larval studies.

Educational: The FTS Division assisted the University of Maine and other educational agencies in preparation and dissemination of marine educational information. Agents conducted statewide informational forums in regards to fish-gear reactions through the use of underwater video tapes. Several educational lectures were presented at fishermen's forums. FTS prepared and published numerous articles of marine interest for FTS sponsored DMR Marine Advisory Newsletter for monthly publication in the *Commercial Fisheries News.*

Economic Development Division. This Division is responsible for the design of critical elements of a comprehensive development strategy for Maine's groundfish industry. Through implementation of this development strategy, the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfishery. The Department's concern is that Maine's economy derive maximum benefit from preceeding public initiatives which favor groundfish industry development. These initiatives include: the 1979 bond issue and related federal funding to finance public fish piers, the Governor's support for natural resource and fisheries development, and earlier enactment of the 200 mile limit. The development strategy and related program activities concentrate on the groundfishery because this segment of the fishing industry has the greatest potential of all segments for increased economic growth.

The groundfish industry development program is in an advanced stage of implementation. Formulation and execution of the program strategy has covered a four-year period. It has involved the implementation of a processing plant quality control program, as well as its vessel counterpart, the development of a market and promotion strategy, and the creation of an industry organization, the Maine Groundfish Association (MGA), which eventually could assume the leadership role for the industry. It has involved a broad and representative segment of the industry in a persistent effort to achieve more direct and profitable access to new markets. Direct market access is the key to consolidation of the industry's processing base which is necessary to achieve greater economic control, and profit for Maine fishermen. In support of these objectives, the Bureau allocates program resources in accordance with a consensus it has reached with industry as to the optimum market use for Maine's groundfish resources. These objectives aim at widespread consumer acceptance of Maine groundfish, sold under State certification, as a generically high quality product.

Groundfish Production Quality Control: The primary focus of this activity has shifted away from the design and implementation of an in-plant quality control and production certification regulation (described in the previous Annual Report), and toward the design and implementation of a vessel certification and quality control program under the aegis of the MGA. Secondarily, the Division remains concerned with the effectiveness of the in-plant regulation as an appropriate means of market quality assurance for Maine processors, but from a strategy perspective as opposed to direct implementation.

The MGA is an ideal entity to undertake such a vessel program because it represents both the harvesting and processing sectors and because, as an industry organization, it relies on private sector incentives and rewards rather than State regulation to achieve its quality control goals. The Division assisted the MGA in the design and acquisition of a grant from the New England Fisheries Development Foundation to carry out a Maine vessel quality control demonstration project. This grant project will create an objective base of experience, relevant to the Maine groundfish fleet, from which it will be possible to inform and persuade the Maine harvester of both the costs and benefits of stricter quality control. Thus the project is a critical step in a progression of events leading the industry-wide adoption of Maine-identified production quality standards and the associated market benefits that brings. The Division works closely with MGA Board members and project staff as an administrative and coordinator of technical resources from other divisions within the Bureau.

Maine Groundfish Association: The Division rendered general staff support to the MGA during the period of this Annual Report.

Market Research and Development: This Division is responsible for analysis of the U.S. seafood marketplace and the opportunities it offers for Maine groundfish products. It is concerned with how Maine processors operate to gain access to stable, high value markets. In this capacity, the Division conducted market research which related changing demographics and channels of trade to the sales objectives of Maine processors.

Special Assignments: During this period the Division also performed a number of special assignments related to groundfish industry planning and operations. It continued to act as liaison to the City of Portland's Fish Pier Operations Advisory Committee. Under the direction of Portland's City Manager the committee is charged with the formulation of pier operation and trading rules. Departmental participation in this process is to assure consistency of pier operations with the State's quality merchandising strategy.

The Division also provided staff support and analysis to facilitate an International Trade Commission inquiry into the economic impact on the New England and Maine fishing industry of Canadian groundfish imports. In other work, the Division investigated various groundfish waste processing technologies and their economic and market potential.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and underutilized species. The purpose of such activities is to increase the sale sof Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

Marketing Data & Product Development: The Division provides seafood buyers, free upon request, a Directory of Maine Wholesale Dealers & Processors. This book contains a listing of Maine wholesale seafood dealers and processors including such information as their complete address, telephone number, contact person, the products they deal in and process, along with the type of shipping (in or out-of-state exporting). This past year over twenty-six hundred of these books have been mailed to seafood buyers throughout the country. A monthly "Marketing Memorandum" containing seafood leads and general information was continued since it serves the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce—National Marine Fisheries Service. This substantially increased the number of possible contacts for Maine industry. The benefits are two-fold since foreign markets offer greater demand for underutilized species than the U.S., in addition they offer the Maine industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit.

Market Development: The Division continued its role in the implementation of the fresh groundfish market development program generally known by the slogan "Catch The Taste". The program has two basic components: (1) the Maine Fresh Groundfish Quality Control program (Processors), and (2) the "Catch The Taste" logo merchandising program (Retailers & Consumers). The Division has primary responsibilities for the latter.

The northern New England "Catch The Taste" program continues to expand. We now have fifty (50) participating supermarkets in Maine, New Hampshire and Vermont. Continued growth is anticipated in the coming year. The Division has been developing a Seafood Retail Seminar to assist the retail trade in product knowledge, handling, merchandising, and advertising. To complete this seminar the Division has developed a new Seafood Retail Training Manual, a Seafood Retail Operations Introduction Manual, and will soon start work on a Seafood Merchandising Manual. These manuals have been developed and tested with a major supermarket chain in the state and will be available to seafood retailers this coming year.

New Market Component: As a result of interest from restaurants, the restaurant association and processors, a "Catch The Taste" pilot project will be implemented in late July of 1984. The concept is consistent with the supermarket program—linking restaurants with certifified Maine processors through a Maine identified quality product merchandising program. The restaurants component will be implemented as a pilot project in 40-50 restaurants identified by interested groundfish processors who are certified under the Quality Control Program.

Marketing and product development was continued on a variety of marine species. Direct participation by the Division in the seafood trade show in Boston and Chicago. The Division also participated in a number of other trade shows through the New England fisheries Development Foundation. The Division aided and cooperated with the Maine Fishermen's Wives Association in a number of product demonstrations in the state. *Information*—The Division has available a selection of a number of seafood recipes, posters, and general information on seafoods that assist retail seafood outlets in educating their own store personnel as well as consumers in the purchasing, preparing, and cooking of seafoods. Seafood promotional booths are provided with seafood information, recipe, pamphlets, posters, and other necessary material at numerous festivals, special events, Chamber of Commerce offices, etc. throughout the year. Some of the events that the Division participated in this past year were Windjammer Days, Boothbay Harbor; Maine Seafood Festival, Rockland; and Eastern State Fair, West Sprinfield, Mass. A total of 476,853 seafood recipe pamphlets, booklets and posters were distributed during this past year. *General Seafood Information and Photographic Materials* is provided for news releases and feature stories. The Division's files on black and white photographs and color slides are in constant demand for distribution to the media, for use in illustgration purposes at informal presentations, reproductions in reports, brochures, and encyclopedias. An Audio Visual Program which consists of three films, Two Faces of the Sea, Maine Harvesters of the Sea and Fresh is Best were continued to be distributed throughout the country by the Marketing Division. These films remain very popular with audiences.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the paralytic shellfish poisoning problem.

PUBLICATIONS:

Recipes from Maine

Lobster (8 panel pamphlet) single copy free—commercial establishments $6 per 100.

Mussels (8 panel pamphlet) single copy free—commercial establishments $6 per 100.

Seafood (6 panel pamphlet) single copy free—commercial establishments $4.60 per 100.

Shrimp (6 panel pamphlet) single copy free—commercial establishments $4.60 per 100.

Seafood Retail Operations Introductory Manual—Brief information in operating a seafood case. Excellent information for part-time employees. $2.50 per copy.

Harvesters of the Sea — The story of Maine's Commercial Fisheries (free)

Fabulous Feasts with Maine Seafoods—Free (supply limited)

Index of Publications (1964-July 1979) (free)

Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and education activities.

Environmental impacts are reviewed and processed for the following: wetlands and stream alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects, and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities. Forty-three towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. Programs and ordinances for the towns to manage their shellfish resources are developed by shellfish committees, town officials, diggers, dealers and other concerned residents in cooperation with DMR's four resource scientists functioning as area biologists along the entire coast.

Area biologists work with the towns in conducting clam population surveys, training personnel, and evaluating data gathered by town employees, students or others aiding the towns. Federal Coastal Zone Management funds administered by the State Planning Office have been available to towns with shellfish conservation programs. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the digging pressure, and the destruction of small clams by selectively controlling the number of diggers.

Limited transplanting programs have been carried on in several towns using small hand-operated jet-type hydraulic dredges to collect small clams from heavily populated flats for relaying to depleted intertidal areas where growth and survival have been good. Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: Area biologists review each application for construction and dredging activity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During the warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects that may have environmental impacts in the marine area.

Aquaculture Leasing: Rights to culture marine organisms in, on and under our coastal waters has been granted to 416.4 acres as of April 1984. New leases beginning in July 1983 to April of 1984 account for 206.4 of those acres, showing a growth of 70% over the previous years acreage of 296. Lease renewals have been granted to one applicant for 5 of those acres. Bottom culture accounts for 90.4% of the total acreage under lease, while suspended culture accounts for 8.8% of those acres.

The predominant species under culture in Maine is the blue mussel.

Water Reclassification Program: In cooperation with the Department of Environmental Protection, the DMR is currently in the process of conducting a water quality monitoring program designed to provide the necessary data for DEP to implement a new water reclassification scheme for all marine and estuarine waters.

During 1983, 1,611 water quality samples were collected and analyzed for total and fecal coliform bacteria from Kittery to Pemaquid Point in Bristol. The program will cover the entire coast of Maine and should be completed by the fall of 1986.

Clam Reseeding Program: DMR is currently expanding their clam reseeding efforts by using an experimental hydraulic dredge designed by the University of Maine. The primary objective of the program is to move seed clams from areas of poor growth to areas more suitable for their development, thereby maximizing the available resource.

Seafood Quality Management Services: This is a continuing activity that provides technical assistance and consulting service as well as quality evaluation and inspection to the seafood industry. Three distinct programs were in force during 1983, i.e.: Shellfish Sanitation under the tripartate, cooperative Interstate Shellfish Sanitation Conference (formerly the National Shellfish Sanitation Program); Fish and Fishery Product Inspection and Quality Control under State/Federal Memorandum of Understanding with the Seafood Quality and Inspection Division, National Marine Fisheries Service, U.S. Department of Commerce (USDC); and the Maine Groundfish Quality Program (Catch the Taste). Staff responsibilities include evaluation and certification of shellfish shucking, shellstock shipping and depuration facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification. Samples of shellfish, both shucked and in the shell, were under continuous evaluation. Cooperation with other departmental, state and federal agencies involved investigations, consulting and informational services.

The Fish and Fishery Product Inspection and Quality Control Program, in cooperation with the National Marine Fisheries, had one stae employee assigned full time to perform inspection and quality control work under the federal program. State staff were trained and cross licensed by the federal government to carry out the requirements of this activity. One field staff assigned to the Shellfish Program was trained and licensed by Natinal Marine Fisheries, to conduct lot inspection, draw and process samples, and to issue certificates of inspection and condition.

The Maine Groundfish Quality Program (Catch the Taste) has become formalized. Staff developed all forms and adopted criteria for evaluation of facilities, equipment, sanitation, product handling and quality and freshness of product. Other activity included preliminary evaluation of businesses interested in the "Catch the Taste" progam, tchnical conference, consultation with owners and individuals in the scientific community, plus assistance in establishing a new on-boat/dockside quality assessment activity under the Maine Groundfish Association.

Management consulting service was also provided to the shellfish industry and many noncertified dealers during 1983. Technical assistance and information has been made available to both the seafood industry and to the public.

The Department licenses and monitors two controlled shellfish depuration plants in Scarboro and one in Searsport. In these plants, shellfish (clams) harvested from moderately polluted areas are cleansed for forty-eight (48) hours in sea water sterilized by ultraviolet light. During 1983, there were 10,000 bushels of clams harvested and depurated from twenty-three (23) moderately polluted areas in all coastal counties. This resource would have been totally lost to Maine's economy without the development of controlled depuration.

Marine Education: The marine education unit was established to help students, teachers and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials and slide shows were also available for teacher/student use.

Several teacher workshops were presented in conjunction with the University of Maine and the Gulf of Maine Marine Education Association. A one week teacher course in marine resource education was also conducted. In-school workshops were presented in five different regions to help teachers develop skills in a variety of marine topics and to help them introduce more marine information into their classrooms.

Curriculum consultation activities have helped many schools expand their programs to include marine education. Several schools have developed a "Sea Week" where every subject taught that week must include marine topics. High schools have participated in marine research projects in conjunction with the regional biologists.

Small groups, hands-on, activity programs are much in demand in the area of marine biology, consumer education and fisheries information. A total of 19,462 students, 672 teachers and 352 other adults participated in formal programs. Approximately 2000 other teachers and adults were involved in non-formal courses.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	558,878	452,955	15,761		90,162	
Health Benefits	27,614	22,290	416		4,908	
Retirement	89,231	72,477	2,854		13,900	
Other Fringe Benefits	3,290	2,708	46		536	
Other Contractual Service	169,317	136,083	15,244		17,990	
Rents	3,063	2,471	8		584	
Commodities	78,244	8,924	64,954		4,366	
Grants—Subsidies—Pensions	416	336			80	
Equipment	45,880	21,154	4,266		20,460	
Transfers to Other Funds	4,284		1,671		2,613	
TOTAL EXPENDITURES	980,217	719,398	105,220		155,599	

BUREAU OF MARINE PATROL

WILLIAM D. PINKHAM, CHIEF OF MARINE PATROL
VAUGHAN J. CRANDALL, JR., Captain

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1978 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

PUPPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

MARINE RESOURCES

ORGANIZATION: The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is a standard part of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Captain, who is field Commander and assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. They are the first line supervisory personnel and also carry out special investigations and assignments. In addition, there is a Division of Watercraft and Special Services with a Lieutenant in charge. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-22' inboard and outboard powered patrol boats strategically located along the coast of Maine. The patrol also has a dive team of 4 members.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

This employee assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Training Officer. Training Officer for the Department of Marine Resources, Bureau of Marine Patrol. This Officer will also be responsible for the training of Municipal Conservation Wardens under the new 2" Clam Law.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	923,923	880,205	43,718			
Health Benefits	51,443	49,009	2,434			
Retirement	311,503	298,508	12,995			
Other Fringe Benefits	12,979	12,550	429			
Other Contractual Service	252,835	236,509	15,061		1,265	
Rents	13,439	13,439				
Commodities	35,065	33,782			1,283	
Grants—Subsidies—Pensions	884	884				
Equipment	160,125	155,680	4,445			
Transfers to Other Funds	1,527		1,431		96	
TOTAL EXPENDITURES	1,763,723	1,680,566	80,513		2,644	

BUREAU OF MARINE SCIENCES

RICHARD W. LANGTON, DIRECTOR

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Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1946 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into three divisions: Administration and Support, Population Ecology and Resource Services.

PROGRAM:

Administration and Support Division. The Division of Administration and Support is the support group for the Department's Fisheries Research Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings situated at the tip of a peninsula. Facilities include two piers, two separate wet labs with running seawater systems, a number of research vessels including 13 small boats, a small dragger, and an 83-foot research vessel for offshore work. Wet lab facilities include adequate tank space for research on a wide variety of boreal plants and animals. A SCUBA team of nine works with various projects as needed.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are great favorites with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. The fishermen's lending library operates by mail and is a part of the communication and education work of the Department.

Other facilities include a 14-vehicle motor pool, with carpentry and machine shops for gear servicing, fabrication, and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the Laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff. A word processor and operator are available to serve Bureau needs.

Environmental Data Monitoring: Physical Data. This part of the project was being conducted by National Marine Fisheries Service (NMFS) until that agency ceased operations at the Boothbay Harbor Laboratory. Since 1973, the work has been continued by the Maine Department of Marine Resources.

Ten variables are instrumented for recording, but at present, five variables are being recorded; all but salinity (one reading per day) are being recorded continuously. Tabulations and summaries of sea surface temperature, air temperature, salinity, precipitation, and barometric pressure are being kept up to date, with monthly summaries available shortly after the end of each month. Continuous recordings of wind speed and direction, tide level, and dew point are ordinarily filed and are available on request, but have been temporarily discontinued because of equipment failure.

All past records (some dating back to 1905) of sea surface temperature, sea bottom temperature, air temperature, salinity, barometric pressure, and precipitation for Boothbay Harbor have been digitized on magnetic tapes, and are updated on a monthly basis.

Original data records for sea surface temperature, air temperature, sea bottom temperature, salinity, and barometric pressure have been placed with Maine State Archives for safe and permanent storage.

Dissemination of the information has been to a regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly tide data are furnished to five media outlets in the state, and monthly summaries of environmental data are included in the weekly newsletter of DMR and are published in the weekly newspaper, "The Boothbay Register." A new issue of a Research Reference Document is issued each year to update the complete record of sea surface temperatures. Sea surface temperatures are included in the monthly "Maine Climate" issue of the Northeastern Regional Climate Program publication.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of data to magnetic tape records and summaries; and (3) to achieve original, historical data for safe storage.

In pursuit of long-range goal (1), an all-new, fully automated and computerized system was designed and purchase of components was initiated with the aid of an 88-309 Federal Aid grant.

Environmental Data Monitoring: Biological Data. This part of the project was also being conducted by NMFS until that agency ceased operations at the Boothbay Harbor Laboratory. Since 1973, the work has been continued by DMR.

At present, one species, the green crab *(Carcinus maenas)*, is receiving the attention of the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery on the species, relative seasonal abundance has been estimated by DMR through monthly trapping in the Boothbay Harbor and Southport areas and by shore samples taken in the fall at approximately 20 stations along the coast from Kittery to Perry.

An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast.

The short-term goal of this portion of the project is to determine the relative status of green crab abundance along the Maine coast on an annual basis.

In the longer term, the goal of the project is to serve a predictive purpose in relating temperature trends to trends in crab abundance and its ultimate effect on soft-shell clam stocks.

Population Ecology Division.

Lobsters: During 1983, the sampling crew collected catch and effort data from 292 boats fishing for 45 randomly selected lobster dealers. The total catch sampled weighed about 20 tons and was comprised of 30,750 lobsters, averaging 1.3 pounds in weight. Following are some of the findings resulting from the survey: 1) the catch-effort index (pounds/trap-haul set-over day) was 0.22 which projects a catch of nearly 20 million pounds in 1983 (values to be issued later by the National Marine Fisheries Services); 2) landed lobsters had an average carapace length of 89.1mm (3½ in.) and weight of 547 g (1.2 lbs.) with an average price of $2.79 for hardshells and $2.19 for softshells; 3) 5.5% of the sampled lobsters were missing one or both claws; 4) 46.8% of the traps fished were made of wire compared to 35% in 1982; and 5) slightly more gasoline (51.2%) than diesel fuel was used by the boats surveyed.

The sublegal lobster tagging study, which has been on going since August 1979, has continued to produce some very interesting and important data that will be useful in the assessment of juvenile lobster growth and movement. Since this program began, a total of 5,783 lobsters have been tagged, of which 827 were tagged in 1983. Of 200 lobsters recaptured this past year, commercial fishermen reported 105 legal-sized lobsters while the remainder were caught by project personnel in research traps (43), by hand in the intertidal zone during extreme low tides (46), or by SCUBA collections (6). Average growth increments varied from 120% for 1979 releases to 11% for those of 1983, indicating the 1979 recaptures molted about 4 to 6 times since release compared to a single molt for 1983 releases.

In addition to our contracted research program we have: 1) participated with the National Marine Fisheries Service in an underwater study of the lobster population in the central Gulf of Maine with the research submersible *Johnson Sea Link* from 2-11 August 1983; 2) provided advice and accomplished tagging 1,068 female lobsters (ℓ89mm {3½ in.} carapace length) as part of the joint tagging program of the Department of Marine Resources, Maine Lobstermen's Association, and the Sea Grant Program of the University of Maine at Orono; 3) attended and participated in meetings relative to lobster and crab resources; 4) reviewed scientific papers and proposals of U.S. and Canadian scientists and various journals; 5) advised and assisted various members of the lobster industry in establishing seawater systems, troubleshooting existing systems, and shipping and storing lobsters; 6) discussed and distributed literature pertaining to our research findings with legislators, educators, students, scientists, fishing industry and reporters; and 7) prepared quarterly, annual, and special reports for the Department and National Marine Fisheries Service.

Herring: Age and Growth Studies

The Herring Aging Project is funded as part of a block grant from the National Marine Fisheries Service, Regional Office, Gloucester, Massachusetts. The project is designed to do biological monitoring of all commercial herring catches in New England and to process samples from the winter herring cruises conducted by the Northeast Fisheries Center. On the average, 500 commercial samples per year are processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. In addition, stock discrimination work such as right pectoral fin ray counts and parasite work is done on the research cruise samples. All data are sent directly to NMFS, Woods Hole, for keypunching and storage on their computer. The State is allowed to keep copies of the sample data for use in management decisions, and also eventually receives copies of the computer tape containing the sample data. The combination of information from the commercial catches and the cruises form the basis for the NMFS herring assessment.

Work continued this year on a study of herring parasites, funded by the NMFS Sandy

Hook Laboratory in Highlands, N.J. This parasitology study is being done as a cooperative project with Canada. Samples of herring in pre-spawning condition were processed from Massachusetts Bay and from research cruises south of Cape Cod. Canada provided us with three samples of ripe and running herring from Nova Scotia. The herring were checked for *Ichthyophonus hoferi* (fungus); two species of *Eimeria,* a protozoan parasite; larval nematodes and larval cestodes. The purpose of this study is to attempt to identify relatively discrete groups of herring both by the total incidence of parasites and by the species of parasites observed. Final identification of the larval nematodes and cestodes is being done by the NMFS laboratory in Oxford, Maryland and by the Food and Drug Administration in Beltsville, Maryland. During 1983, all samples for this study were completed. Additional work was begun on identification of parasites, keypunching and preliminary data analysis.

In addition to the above work on herring biology, the project leader is designated as the DMR's principal industry contact for herring management purposes; writes the Maine herring management plan and/or regulations; attends New England Fishery Management Council meetings such as Herring Oversight and Herring Technical Working Group (assessment) meetings; attends state herring management hearings. In 1983, activities included: two industry informational meetings; meetings with the DMR Advisory Council; Marine Resources Legislative Committee meetings in Augusta; hearings in Rockland and Machias; an emergency hearing in Brunswick; the Fishermen's Forum in Rockport; a Washington County purse seine hearing.

This project also provides technical assistance to other DMR research projects on methods of aging finfish.

Herring: Catch Statistics

The Herring Catch and Effort Statistics program involves the collection and maintenance of herring statistics and herring sampling data from the juvenile and adult fishery along the coast of Maine. This program has operated since 1947 at the Boothbay Harbor facility and is considered vital to the Maine sardine industry. The herrring statistics and sample data are essential for the conservation and management of the herring fishery in the Gulf of Maine.

The system involves annual and monthly tabulations of data; coding and preparation of the data for processing at the NMFS, Northeast Fisheries Center at Woods Hole; coordinating information with federal port agents and state sardine inspectors; collecting samples and adult herring data; updating historical tables of herring catches; initiating the weir survey for Maine coastal wardens; managing freezers at sardine plants; supplying inspectors with sample boxes, and stamped envelopes; collecting herring tags for the herring tagging program; making annual reports of the fishery; and publishing a research document yearly.

Herring: Brit, Juvenile and Adult Tagging Studies

Studies on herring movement conducted during 1983 were funded through the New England Fishery Management Council (NEFMC) and the National Marine Fisheries Service (NMFS).

The objective of the NEFMC contract and a brief summary of the results obtained during 1983 include:

Objective 1. To tag spawning stocks of herring along the northeastern coast of Maine and in the vicinity of Jeffreys Ledge, and to determine their patterns of movement and their occurrence in the various fisheries.

Due to the absence of juvenile, adult, and spawning fish in stop seine and weir catches along the northeastern coast of Maine and the lack of fishing activity in the vicinity of Jeffreys during the spawning period, we were unable to fulfill this objective. Spawning fish were also totally lacking in fish trap catches inshore of Jeffreys in the vicinity of Manchester and Rockport, Massachusetts.

Goals. To determine whether the spawning stocks along northeastMaine and in the vicinity of Jeffreys are discrete, their movement patterns, and their occurrence in various fisheries. This information is essential for deciding whether to manage each stock as a separate unit or all stocks as a single unit.

Objective 2. To tag summer feeding juveniles in southern Maine and northern Massachusetts to determine their patterns of movement and their occurrence in various fisheries.

No juvenile herring were captured in fish traps located inshore of Jeffreys in the vicinity of Manchester and Rockport, Massachusetts. In view of the fact that these traps are the only known source of live juvenile herring in the vicinity, we were unable to fulfill objective 2.

Goals. To determine: (1) the movement patterns of juvenile herring tagged inshore of Jeffreys; and (2) which juvenile and/or adult fisheries they recruit into.

Objective 3. To tag fall migrating adults in the mid coast area to determine their patterns of movement and their occurrence in various fisheries.

No lots of fall migrating adults were captured in this coastal area and consequently we were unable to fulfill objective 3.

Goals. To determine the movement patterns of fall migrating adults which are occasionally captured as they move through the mid coast area. Little information is available on these fish but it is suspected that they are moving toward the wintering grounds in Massachusetts Bay.

Objective 4. To continue the storage and processing of returns from the 1980-1983 taggings of juveniles (and adults) in order to determine seasonal movement patterns and the spawning stocks they recruit into.

We have continued to process and store tag return information from 1980-1983 taggings of juvenile and adult herring. We have continued to produce and mail out periodically updated computer printouts of all tag return dates and locations to each fisherman we have tagged from.

Goals. To develop the quickest and most efficient means possible of processing tag return information, writing tag return letters, printing forms to be mailed to fishermen, and analyzing the data in numerous ways using DMR computer facilities.

Other Objectives. Two unsuccessful attempts were made to tag purse seined fish during the summer of 1983. The first lot, consisting of juvenile fish off Seal Is. (Matinicus) was pursed too tightly; the fish were in poor shape; and few recoveries were received from tagged fish. The second lot, consisting of adult fish purse seined off Monhegan, would not run into our holding pocket for transport away from the fishing operation and consequently few were obtained and tagged. We have concluded from our attempts to tag purse seined fish to date that unless a purse seiner is chartered by DMR to fish for us in a specified manner under specified conditions, no further attempt should be made to tag fish captured by this means.

Two publications have resulted from the tagging studies conducted to date. The first one dealing with taggings conducted between 1976-1978 was published in the J. Northwest Atl. Fish. Sci. 5:71-78. A second manuscript dealing with taggings conducted between 1980-1982 has been submitted by the same journal.

The objectives of the NMFS contract and a brief summary of the results obtained during 1983 include:

Objective. To tag brit herring along the Maine coast between the Piscataqua River and Passamaquoddy Bay and to determine their movement patterns and whether brit observed and tagged in one area of the coast contribute to the commercial fishery in the same area or other areas the following spring and summer.

Brit herring were successfully tagged in Passamaquoddy Bay (9/23/83), at Isle au Haut (9/30/83), and at Southport Is. (10/24/83). Based upon recoveries from these taggings, it appears that most brit tagged in the fall at the end of their first year spend the following winter (the beginning of their second year) in close proximity to the tagging area but in deeper water offshore. A few recoveries from the Isle au Haut and Southport Is. tagging sites indicate that a small percent of these fish spent the winter southwest of the tagging site.

Goals. To study brit movement patterns in different areas of the coast.

Herring: Evaluating and Forecasting the Resource

Annually, autumn and winter sampling of larval herring in the Sheepscot Estuary of central-western Maine and Sullivan Harbor of eastern Maine is conducted with buoyed and anchored nets, which strain the larvae from the tidal flows. Spring sampling along the coast and inshore for overwintered larvae is conducted with high speed trawls. Sampling over the spawning beds of eastern Maine is completed with bongo nets. As time permitted we supervise students in operations necessary to our work. The project leader serves on the Herring Advisory Committee of the New England Fishery Management Council.

In the autumn of each year a forecast of recruitment to the sardine fishery of Maine is provided to the commissioner of the Maine Department of Marine Resources and to the fishing industry and fishermen. Because of our work load this is usually a preliminary report and it is often updated later in the winter. The forecast applies to the harvest of two year old herring (sardines) during the following summer. Concurrently, an evaluation of the relative status of the spawning stock (adults, ages 4+) is also provided. The forecast, evaluation and the data supporting them are recorded in a reference document, on file at the fisheries laboratory (DMR) in W. Boothbay Harbor, Maine. Appropriate data from the document and from other sources are prepared for publication in the scientific literature, and for presentation at scientific meetings to obtain constructive criticism.

Herring: Forecasting the Sardine Harvest.

Forecasting is based on identifying the characteristics of a given larval year class, noting when the characteristics occur in previous year classes, and then using the harvests from these previous classes to develop a forecast (a year class includes all those fish hatched in the same year, in this case in the autumn). Larvae from the 1983 year class were collected in the autumn of 1983, during the winter and in the subsequent spring just before they metamorphosed in juveniles. The characteristics of this year class will not be available until after their analysis this coming autumn, when the forecast for the 1985 fishery will be issued. However, the harvest should be much improved over recent years.

The harvest of two year old herring by the 1983 sardine fishery was 6,514 MT and 113 million fish (estimated). The ranges forecasted by us for this fishery were 4,200-9,400 MT and 110-172 millions, with mid-points of 6,800 and 141 millions. Regarding these mid-points, this was the second consecutive forecast by weight that departed by only 4% from the harvest and less than 25% by number of fish. The forecast for the 1984 fishery was 6,514-11,153 MT and 113-248 millions; only a little better than the previous year, which was a catastrophy for the sardine industry and fishermen.

Herring: Evaluating the Status of the Spawning Population

The disastrous fishery of 1983 was anticipated as early as 1979 when a sharp reduction in larvae occurred and persisted into 1982. The reduction coincided with an increase in the harvest of adult herring. The relative failure of the sardine fishery was related not only to the low production of larvae, but also to the absence in 1981 of late spawning which in recent years favored recruitment to the fishery. The possibility exists that spawning units in central Maine and perhaps in western Maine were weakened, compared to those in eastern Maine. To manage the coastal herring well it is necessary to understand the interrelations of the groups of herring utilizing each of the three major spawning grounds along the coast.

To obtain this understanding, several studies have been completed and another is underway. An analysis of the characteristics of the herring spawning population as inferred from larval studies is scheduled for publication in the autumn, 1984. Another on estimates of mortality, growth and transport of larvae along the coast and inshore after hatching was completed and presented at an international conference. An investigation of the spawning group of herring in eastern Maine is to begin in the autumn of 1984. This investigation involves scientists from the Maine Department of Marine Resources, the University of Maine and the Bigelow Laboratory under a federal grant (Sea Grant). Preliminary data were gathered in 1982-83, locating the egg beds of the herring, following the drift of larval along the coast and determining their food and feeding habits. This material is in press.

Scallops. Research on sea scallops in the late 70's at DMR involved two age and growth studies where scallops were measured, tagged and released in three commercial fishing areas along the coast. In one study, scallop shells were recovered through a reward system in the commercial fishery. Difference in shell size and shell ring structure was correlated with liberation time and then growth rates and age structure were estimated. Growth was shown to decrease with size and the number of new rings formed was found to correlate closely with the number of years of liberation. Similar results were obtained with the second study that monitored growth through repeated retrieval via SCUBA divers.

Monitoring of the Gulf of Maine offshore scallop fishery that has developed since 1980 has shown some basic biological differences between inshore and offshore populations. Some of these biological characteristics such as fecundity at age, size at first maturity and shell morphology have been investigated in an inshore population during 1982 and 1983. During this time, samples of offshore scallops have also been collected for age and growth studies.

A three year plan of research on the Maine sea scallop was formulated late in 1983 based on a thorough review of the available literature. This research is divided into two areas; one, sampling the commercial fishery for catch, effort and biological information and two, basic biological research on the sea scallop. The basic research will include investigations into fecundity at age, spat collection, juvenile growth, small scale migratory behavior, feeding ecology and an energy budget. These efforts represent a substantial increase in DMR's commitment to and investment in scallop research.

Initial research is centering on feeding ecology and energy budget comparisons between inshore and offshore scallops. Laboratory feeding experiments are being augmented by field sampling for seasonal changes in scallop energy stores and available energy sources.

Marine Worms: Most of the experimental work completed with *Glycera dibranchiata* (bloodworm) and *Nereis virens* (sandworm) this year was aided by the use of binary coded microwave tags. The field aspect of the tagging/reseeding experiment to test the feasibility of restocking depleted flats has just concluded. Presently, all four sample plots have been dug along with transects extending outward from these plots to recover all tagged worms. From this data, we will determine how far the worms migrated from the plot, and in what sequence, i.e. were the last month's worms put in, pushed out, etc. To date, during our monthly sampling scheme, approximately 6-10 tagged worms have been recovered per square meter dug in our sample plots. Numbers of recoveries quickly decreased as we ventured out from the plot. Other anecdotal data recorded are that the bloodworm plots were devoid of any sandworms by the end of the year, while there were sandworms present at the start.

Another project on which a considerable amount of time has been spent is in determining seasonal and annual growth in *Glycera*. Ryder Cove, Islesboro was chosen for the field portion of this study, since it has been determined through UMO genetic work that there is a strong population of *Glycera* present. Field work has been funded by Maine Sea Grant. During June, we sampled a portion of the mud flat to obtain as many *Glycera* as time allotted. Approximately 1,200 were dug of all sizes; of these, around 800 were able to be classified into year classes using wet weight. Each year class was tagged with a different code, and the worms were returned to the flats. In late October, we returned to the flats and recovered tagged worms which were then reweighed and retagged according to the same weight scheme used in June. Worms that fell between year classes were tagged with another code, signifying that they had been recaptured but did not fit into a particular year class. Again, worms were released. This spring, prior to spawning, the area will be redug and all recoveries returned to the lab for analysis. The tags will be removed from the worms and growth measured. This will show, for the first time, how much *Glycera* grows over a one-year period. At the start of this project last June, both mud samples and worms were brought to the wet lab facilities at Boothbay Harbor. The worms were tagged and placed in the mud; in the fall, they were removed from the sediment and reweighed. All individuals had lost weight. It is too early to draw any conclusions from this, but it could show that they indeed do not feed during the summer or that there are not any desirable food sources available. Next spring, field and lab results will be compared.

Dr. William Soule's experiment to test whether organic matter influences the bloodworm population in an area has concluded another year. This year, the experimental design was drastically changed. Instead of twelve 17½ yard by 10 yard areas, four 1 meter x 1 meter plots were used. Two plots were located high on the flat (A + B), and the other two were close to mean low water (MLW) (A' + B').

B + B' were control plots, while A' and A had organic matter introduced on a monthly basis from April to October. Each month, all plots were dug to count bloodworms, after which A + A' received approximately 3 inches of organic matter which was then dug into the plots. During the course of the season, no bloodworms were found in any of the plots nor in sample digs in the surrounding flats. Through the course of the season, the organic content of the test plots was raised significantly and the RPD (redox discontinuity layer) was elevated to within 1 mm of the surface as compared to the control plots where the RPD layer was found 4-5 mm below the surface. This shows extremely anoxic conditions with little or no influence due to the effects of bioturbation. Next season, the experimental design will again be modified. Two series of 5 1-meter plots will be used with increasing levels of organic content in each plot. Five bloodworms will be placed on each plot. These worms will all carry a binary coded tag according to each plot. One meter will separate one plot from the other. We will again sample on a monthly basis, hoping to find what level of organic content is best suited for these worms.

Unsuccessful attempts were made to obtain *Glycera* trochophore larvae from the Sheepscot River this spring. These larvae were going to be used to test the effects of chlorinated effluents such as one might encounter near a sewage treatment plant.

A study of the feeding habits of *Glycera* has begun. The method of feeding is not sure, though it is assumed that it is a carnivore. Random sediment samples were obtained from Ryder Cove, Islesboro during each season which were then screened and the remaining biota preserved. This winter, the biota will be identified to see what could be possible food sources for the bloodworms. Laboratory studies will coincide with these field studies.

The University of Maine, Orono, is continuing its population genetic work with *Glycera*. Successful results have been achieved with this work, which has produced several papers in scientific journals, and a Master's thesis.

Several talks on the different aspects of the industry and current research going on in our department were given to various groups during the course of the year.

During the next year, I plan to prepare manuscripts on the reseeding work and on the growth studies after completion of the collection of data. Again this winter, we will try to observe *Nereis* and *Glycera* in the water column and follow the migrations in the estuary. Feeding studies and the fertilization experiments will also continue according to plan.

The objective of this research is to understand the biology, ecology and population dymanics of marine worms.

Shrimp: Environmental Physiology. The Gulf of Maine population of *Pandalus borealis,* as with populations of many other species, undergoes periodic extreme fluctuations in abundance. This fairly common phenomenon becomes a serious problem when it occurs in a species that is important economically. Harvesting has an impact on the population that leads to possible confounding of natural and artificially caused fluctuations in abundance. It is essential to sort these two effects out for effective management.

The natural periodic fluctuations in the abundance of shrimp are not well understood, although they seem to bear some relationship to temperature cycles. These temperature correlations are documented, but the mechanics through which they operate are not, nor are other interactions with the environment that might result in major fluctuations in abundance. There may also be a harmonic, or self oscillatory, process inherent in the population dynamics of the species.

The "Environmental Physiology" project was undertaken in 1974 to investigate specific relations between the species and its environment that might play a part in the fluctuations of abundance. The first study was to look for an effect of incubation temperatures a few degrees warmer than average on the survival of the eggs. No such effect was found at a statistically significant level in laboratory experiments, although sublethal effects or slightly increased mortalities still might possibly occur in large natural populations. Studies were also made of the survival and development of larvae in temperatures above those they would normally experience, and again no direct effect of temperature on mortality could be found in laboratory experiments in temperature ranges that would ever be found in their environment. Other studies included the identification of an egg parasite that destroyed substantial numbers of eggs and the demonstration of cyclical variations in fecundity of the shrimp.

Our present research centers around hypothesis commonly expressed in reference to fish with pelagic larvae. If the larvae hatch out of synchrony with the natural food supply, mortality through starvation could be extremely high. Since warm water temperatures accelerate the development of shrimp eggs, it is possible that after a warm winter, the eggs could hatch too soon to encounter the early spring plankton bloom that supplies their food. The normal time for hatching has its peak in March, but unusually warm incubation temperatures could result in substantial hatching in early February, or even in January.

For the past five years we have been monitoring in a limited study area the time of larval hatching and peak abundance; the time, density and duration of plankton blooms; and the feeding characteristics of the larvae. During this period, the hatching of the larvae coincided very well with the plankton bloom, even though both occurred slightly earlier each year. This suggests that a mechanism for synchronizing the two events may be operating.

Experiments have also been conducted in the laboratory to determine the minimum food concentrations in the water necessary to permit capture by the larvae of the minimum ration. These experiments also help indicate the kinds of organisms that make satisfactory food. Experiments are currently underway to determine growth efficiency in larval and juvenile shrimp fed on different diets. This data will allow us to calculate energy budgets for individual animals and will show quantitatively which food sources provide optimum growth in *Pandalus borealis.*

Evaluations of a number of parameters such as water temperature, fecundity, larval abundance, food and predator abundance, and incidence of parasites from year to year, may permit predictions of the magnitudes of year classes entering the fishery even 3 to 4 years in advance. These indicators would be early warning signs of "booms" or "busts." If conventional management schemes are not appropriate for extremely cyclic species like the northern shrimp, early warnings would in themselves be a useful management tool. If conventional management is possible, the data collected by such monitoring would be useful in calculating the various parameters needed for more accurate assessment of the stocks and, in addition, the ecological principles involved are very likely applicable to other species of importance.

Shrimp: Assessment: The shrimp project in 1983-84 continued its monitoring program of the northern shrimp population in the western Gulf of Maine. The program this year consisted of two major tasks: sampling of the Maine commercial shrimp fishery and a summer shrimp survey. The program was partially funded by the Atlantic States Marine Fisheries Commission (ASMFC) as part of the Interstate Fisheries Management Program.

The Maine summer shrimp survey for 1983 consisted of dragging for shrimp at twelve stations in the western Gulf of Maine using a standard, fine-mesh shrimp research trawl. Ten of the twelve stations have been occupied annually since 1968 and the other two since 1975. The survey was conducted aboard the R/V CHALLENGE during the second week of August. Samples of the shrimp catches were returned to the laboratory for measurement of length and size composition.

The 1983-84 shrimp fishery sampling program consisted of dock sampling of shrimp boats landing their catches at Maine ports ranging from Port Clyde to York. Interviews with the vessel skippers produced information on locations of catches and towing time. Samples of the catches were also procured and measured at the Department's West Boothbay Harbor facilities for size frequency, sex composition, parasites, and egg stages.

The information provided by the shrimp research project is used by the ASMFC Northern Shrimp Technical Committee to produce an assessment of the condition of the Gulf of Maine northern shrimp stock. The Technical Committee's assessment and management recommendations are presented each autumn to the Commissioners of the ASMFC Northern Shrimp Section for their consideration in the promulgation of shrimp fishery regulations.

Groundfish: Tagging: Tagging of adult groundfish, primarily cod and large flounder, continued during spring and early summer of 1983. This was the sixth consecutive year in which taggings of adult groundfish have been conducted. As in past years, the R/V EXPLORER was used and tagging operations were concentrated in the Sheepscot Bay. During 1983, a total of 1293 cod, 119 dab, 103 blackback flounder, 92 haddock, and 19 yellowtail flounder, were tagged. The locations and times of recapture provide Department scientists with important information on the extent of movement of these species.

The adult groundfish tagging project was designed to document the extent and timing of the movement of groundfish between inshore Maine waters and the rest of the Gulf of Maine. In addition, it has provided information on the abundance of spawning groundfish in the Sheepscot Bay. It was decided that this project has fulfilled its objective and thus would not be continued in 1984. Instead, a new juvenile groundfish tagging project was initiated in the autumn of 1983 as one job in a PL 88-309 funded program entitled "Early Life Histories of Commercial Shrimp and Fishes."

The results of the adult groundfish tagging program for 1978 through 1981 are summarized in: Perkins, H.C. (1982). Preliminary report on the results of groundfish tagging by the Department of Marine Resources 1978 through 1981. Research Reference Document 82/15, 51 pp.

Early Life Histories: A new PL 88-309 funded research program was instituted in 1983-84. The new program was designed to increase our understanding of the mechanisms that control and affect the growth and survival of larval and juvenile shrimp and groundfish. The program focuses on two major aspects of the early life histories of the commercial shrimp and groundfish species occurring in Sheepscot Bay, Maine; 1) The relationship between the growth and survival of larval shrimp and fishes and the abundance and quality of other planktonic organisms, and 2) The recruitment into offshore adult populations from inshore concentrations of juvenile groundfish.

This new program was organized into three jobs: 1) Monitoring the seasonal abundance and growth of larval fishes and their planktonic predators and prey, 2) Development of fish traps for the capture and tagging of juvenile groundfish in order to measure their distribution and abundance and the dependence of offshore adult fish populations on recruitment from this inshore nursery ground, and 3) Collecting and summarizing ecological information for species of key importance to the life histories of the commercial shrimp and groundfish species of the Gulf of Maine.

The first job, Larval Fish and Plankton Surveys in the Sheepscot Bay, expanded upon the larval shrimp surveys conducted in Sheepscot Bay by the Department during the winter months of 1978 through 1983. The objective of this job was to examine the abundance and development of fish eggs and fish and shrimp larvae in Sheepscot Bay and environs in relation to environmental influences and the abundance of potential predators and prey, and to evaluate the utilization of the bay as a spawning area by commercially important groundfish.

The second job, Development of Fish Traps for Juvenile Groundfish, had the objective of developing fish traps capable of capturing quantities of juvenile groundfish for tagging studies.

(The Department's previous experiences with an adult groundfish tagging program demonstrated that trawl-captured juvenile groundfish are rarely in a condition suitable for tagging experiments; they are generally either dead or near death.) If a suitable trap can be developed, extensive trapping and tagging of juvenile groundfish will be performed during future years for measuring juvenile groundfish abundance, seasonal distribution, and rates of growth and for determining the adult populations to which the fish eventually recruit.

The third job, Compilation of Life History Information, had the objective of developing a respository of life history information for ecologically important species of the coastal Gulf of Maine. The repository will provide profiles of the life history parameters that are essential to our understanding of a particular species and its role in the ecosystem and the repository will serve as source of data for the Gulf of Maine Ecosystems project.

Alewives: The objectives of this program are as follows:

1. to determine population characteristics of the Damariscotta River alewive stock;
2. to monitor catch, escapement, and production levels of the Damariscotta River alewife run;
3. to estimate density of spawning adults which will yield maximum juvenile emigrant production;
4. to determine escapement levels necessary for maximum recruitment.

In 1983, adult escapement of alewives into Damariscotta Lake was enumerated for the seventh consecutive year. Age composition of the catch and total catch by year class were estimated. Juvenile emigrants were counted and sampled during the summer and fall. Passage counts for adults and juveniles were made with electronic equipment. Data from this study will be used to determine stocking densities for lakes which are scheduled for introductions of anadromous alewives. The information will also be useful in other watersheds where commercial alewife runs may be maintained by truck stocking.

Projected Plans Through 1984: Continue enumerations of adult and juvenile emigrants and age composition of the catch at Damariscotta Lake in order to provide baseline data over an entire life cycle of the species.

This research project is monitoring the population biology of a stock of anadromous alewives *(Alosa pseudoharengus)* in the Damariscotta River. Previous research has demonstrated that most anadromous alewife stocks exhibit similar population responses to environmental changes and exploitation and that information on the dynamic processes of one stock can be used for management of other stocks. The Damariscotta River population has been selected for monitoring because it is one of the major commercially harvested populations in the state and has sustained a relatively stable population despite high fishing mortality rates (92 to 98% of the spawning run fish are harvested each year).

Current research is directed towards the exploration of parent-progeny relationships. Field studies include sampling and estimating the immigrant spawning run, sampling and monitoring the commercial harvest, and sampling and estimating the magnitude of the crop of juvenile emigrants. The data, thus far, support a model of this species' dynamics which incorporates an asymptotic parent-progeny relationship. The projected relationship between the spawning stock and the production of juveniles is based on the carrying capacity of the natal watershed and the major limiting factor is a function of intraspecific competition for the standing crop of zooplankton.

Available data suggest that there should be an optimum range of spawning stock density for any given watershed; management efforts which increase the escapement of greater numbers of spawning run fish beyond this range will ultimately depress production of offspring. This concept has implications for our run restoration program which supports the construction of fishways; fishways are important, but optimum fish production will not be attained if the numbers of fish passing through the fishways are not controlled.

Population Dynamics: Teaching and student advisory activities at the University of Maine were conducted through the Zoology Department. A graduate-level course in Fish Population Dynamics was taught in the spring semester of 1983. A Master's degree in zoology was completed by Kevin Kelly in August 1983. The title of his thesis was "Comparison of reproductive characteristics and age composition of spawning groups of Atlantic herring in the Gulf of Maine." Data for this thesis were collected during the summer of 1982 at the Fisheries Research Laboratory in Boothbay Harbor. A new graduate student, Andrea Swiecicki, began her Master's degree program in September 1983.

(1) Northern shrimp *(Pandalus borealis)*

A. A paper entitled "Effects of temperature on the biology of the northern shrimp, *Pandalus borealis*, in the Gulf of Maine" by S. Apollonio, D.K. Stevenson and E.E. Dunton was completed and submitted for publication in January 1984.

B. A study of the fecundity of *Pandalus borealis* collected from several different locations in the Gulf of Maine during August and October 1982 was completed. Results failed to reveal any significant differences between areas.

(2) Other Pandalid shrimp

A. Analysis of data collected during a 1980-81 exploratory fishing survey of Penobscot Bay was completed and a final report summarizing the results of the survey was submitted in January 1983. A paper describing the biological information on shrimp was accepted for publication ("Life history characteristics of *Pandalus montagui* Leach and *Dichelopandalus leptocerus* Smith" by D.K. Stevenson and F. Pierce) in June 1984.

(3) Clams *(Mya arenaria)*

Analyses of size/volume relationships were conducted on clams collected from different locations in mid-coastal Maine in the summer of 1983 and a new conversion table was developed for use in clam population surveys to estimate standing crops. This table replaces Belding's table which has been used for years and which has been shown to produce substantial under-estimates of clam density. It has been incorporated into a clam management manual which was published by the University of Maine Marine Advisory Service in 1984.

(4) Herring *(Clupea harengus)*

A. The first phase of a 3½ year project to study the dynamics of larval herring production in eastern Maine was completed in the fall of 1983. This project was partially funded by the University of Maine Sea Grant program and is being conducted by the Univeristy of Maine, the Department of Marine Resources, and the Bigelow Laboratory for Ocean Sciences. Accomplishments in 1983 included: (1) completion of two large-scale larval surveys in coastal waters from the Grand Manan channel to Mt. Desert Island; (2) location of three egg beds in the Machias Bay area; (3) completion of a small-scale larval survey in the vicinity of egg beds; and (4) a survey of zooplankton species composition and abundance. Coastal larval herring research is intended to complement the inshore larval herring sampling program and contribute toward a more complete understanding of the factors which affect larval dispersal, growth and survival. In addition, this research is aimed at determining the importance of the eastern Maine spawning ground to the Maine herring fishery.

Other activities conducted in 1983 included: (1) attendance of an international symposium on the "Biological Characteristics of Herring and their Implications for Management" in Nanaimo, British Columbia; (2) participation in the development of a project to test the feasibility of transporting and holding purse-seined herring with University of Maine Marine Advisory Service, Sea Grant and Port Clyde Packing Company personnel; and (3) preparation of a collaborative research proposal to the U.S. Agency for International Development to address problems of stock assessment in tropical small-scale fisheries.

B. Biological data compiled from commercial catch samples of herring caught in the vicinity of Jeffreys ledge during 1978-1982 were analyzed to determine the rate at which the mean gonad somatic index or GSI (gonad weight expressed as a percentage of gutted weight) increased during the pre-spawning season. Maturation rates for females were found to be size-dependent: females measuring 30 and 32 cm total length reached the maximum observed mean GSI of 25% within 19 and 16 days of reaching 20%. The results of this study were used in the establishment of a new procedure for imposing a closure for the herring fishery north of Cape Elizabeth. Results of this study were presented at the 41st Annual Northeast Fish and Wildlife Conference, May 13-16, 1984.

C. A revised version of Kelly's Master's thesis was submitted for publication in March 1984. The major finding in this study was that herring spawning populations on Jeffreys Ledge, in mid-coastal and in eastern Maine could not be differentiated on the basis of fecundity, but that herring in eastern Maine apparently do spawn 2-3 weeks earlier than in the other two locations.

D. A report entitled "Spawning locations and times for herring *(Clupea harengus* L.)

in coastal waters of eastern Maine" was prepared as a DMR Research Reference Document. This report summarized published historical records and current information obtained from fishermen and during 1983 field work on this subject.

Resource Services Division.

Paralytic Shellfish Poisoning: Marine toxin contamination (paralytic shellfish poisoning; PSP) is determined by a standard mouse bioassay method on the shellfish themselves. Selected monitoring stations along the coast have been established to determine this and areas are closed when toxin levels reach 80 micrograms per 100 grams of shellfish meats and are reopened when toxin levels are below 80. Extensive sampling has allowed for smaller closed areas during periods of low to moderate toxicity. Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence of toxin. This extensive sampling assures the public of safe mussels and clams. 1982 was a low intensity PSP year. Increased industry cooperation has lessened the impact of PSP closures. In 1982 3,075 samples were processed using 9,900 mice in the bioassay.

A program to survey the winter distribution of the toxic organism responsible for PSP in this region was undertaken in the fall of 1980. The objective of the study is to establish a biogeographical baseline record, and to determine if the locations of these overwintering cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication.

During the winter 1981-82, 144 samples were collected at DMR primary and secondary PSP stations and other sites between Kittery and Eastport for analysis of the presence of cysts. The environmental predictive index for PSP continues to be as evasive as ever. Data derived from our resting cyst surveys does not show a consistent positive correlation between PSP rise in shellfish and the presence of cysts. Study will continue in 1983. A research paper has been submitted to the *Canadian Journal of Fisheries and Aquatic Sciences* which describes this work.

In cooperation with the Hancock Foundation of the University of Southern California, DMR is evaluating the potential use of house flies as an alternate method for PSP bioassay. This test is at present at the investigative stage with many technical and procedural problems to be resolved. If and when this bioassay method is adopted, we may have a more accurate and much cheaper bioassay for PSP.

Marine Pathology: The pathology unit: (1) determines what diseases and parasites are present in shellfish populations along the Maine coast to prevent the transfer of potentially harmful organisms from one area to another; (2) examines imports of live marine organisms to assure that importation will not be detrimental to our native marine life; (3) diagnoses diseases in fish, shellfish and crustaceans submitted for pathological examination by the commercial fishing and aquaculture industries, other DMR projects, private individuals and other laboratories; and (4) continues studies of a blood viral infection (PEN) in cod, herring and other marine species.

Endemic Shellfish Disease Survey: Neoplasms were evident in 17.3% (48/278) of the soft-shell clams, *Mya arenaria,* examined microscopically from the Dennysville, Maine area. Both hematopoietic and gonadal neoplasms were present. Gross tumors were evident in 2/696 clams; 1/696 had an accessory siphon. A herbicide spray drift accident occurred in this area in 1979, but we don't know whether this contributed to the finding of malignant cancer in these clams.

This disease has recently been found in Damariscotta River clams from a supposedly 'clean' area and as far south as Chesapeake Bay, in populations that were previously shown to be free from the disease. There are 5 stages to this disease; clams in stages 4 and 5 harbor a lot of bacteria, which raises the question as to their suitability for human consumption.

Because of the increasing concern about this disease, we are processing 350 *Mya* from 11 areas along the Maine coast for further evidence of these malignancies.

Fifty American oysters from the Marsh River and 204 mussels from 5 areas along the Maine coast were also obtained from our disease survey. Neoplasms were not evident in these samples.

Specimens Submitted for Examination: Fish and shellfish submitted for examination included: American oysters from the Massachusetts Division of Marine Fisheries; black back flounders, catfish, cod, shrimp, haddock, dabs, American oysters, European oysters, blue mussels and sea scallops from the commercial fishing and aquaculture industries in Maine; and shrimp, quahogs, soft-shell clams, herring and cod from Department of Marine Resources personnel.

Fish Blood Samples: Piscine erythrocytic necrosis (PEN) was evident in 51% (31/67) of the lampreys sampled from the Sheepscot River and in 100% of the pre-spawning alewives from the Nequasset, Damariscotta and Topsham fishways. Individual infections were low; the highest in lampreys involved 2% of the red blood cells; for alewives, less than 1%. It is still a mystery as to why PEN-infected cod and herring can have almost every red blood cell infected but alewives and lampreys have such low individual infections.

Collaboration with Other Agencies: Mackeral and blackback flounders were collected from the Boothbay Harbor and Casco Bay area for the National Marine Fisheries pathobiology laboratory at Oxford, Maryland. Blood slides and tissue imprints of various organs from mackerel were prepared; gills and livers were removed from flounders for evidence of a new disease called epitheliocystis and for hydrocarbon analyses.

American oysters were obtained from the Marsh River for use as spawning stock at the Milford, Connecticut NMFS laboratory.

A meeting was held with N.H. Fish and Game officials to discuss the latest findings on PEN in alewives and the possible implications of stocking anadromous alewives in freshwater lakes. Demonstration slides of PEN in cod and alewives were sent to their Hatchery Biologist for review prior to obtaining blood samples from the N.H. area.

TCBS Agar: TCBS agar, a selective medium for growing *Vibiro,* a species of bacteria that can raise havoc at shellfish hatcheries, was supplied to several members of industry so they could monitor their operations and keep bacteria levels to a minimum.

Update Education: Seven continuing medical education credits were received from the American Society of Clinical Pathologists for completing update examinations in clinical chemistry and microbiology. The knowledge acquired from these courses enables us to adapt new methods and procedures to our pathological investigations.

Publications: Eight laboratory research reference documents were prepared. Subjects included areas surveyed for shellfish diseases with a summary and assessment of the most serious diseases occurring in Maine shellfish; hemoflagellates in Atlantic tomcod and green frogs; phosphoglucomutase polymorphism in inshore and offshore populations of lobsters; neoplasms in clams; occurrence of a maneater shark off Boothbay; blister-like swellings on the carapace of shrimp; a hermaphroditic blue mussel; and histological techniques employed in processing shellfish for microscopic examination.

A manuscript entitled "The occurrence of piscine erythrocytic necrosis (PEN) in the sea lamprey, *Petromyzon marinus,* from several Maine localities" was accepted for publication in the Fishery Bulletin.

Oil Pollution Research. Oil Pollution Research at the Department of Marine Resources (DMR) is a program to enhance the capabilities of the State of Maine to protect vulnerable marine resources from spilled oil and to provide the State with the necessary information to adequately assess oil spill damage to impacted resources. The objectives of the program are to inventory coastal marine resources, to study the effects of oil and oil dispersants on marine organisms and to support a scientific team for oil spill response.

This program is a continuation of the Coastal Marine Resources Inventory initiated in 1979 by the Department of Environmental Protection (DEP). The new title is indicative of the substantial changes made in the program this year to address the changing information needs of the DEP. Funding is provided by the State Planning Office (SPO) through the Coastal Energy Impact Program and by the DEP through the Coastal Protection Fund.

The first two years of the program included an inventory of the marine resources of Casco Bay, an area of intense oil transfer activities. Since no area of the Maine coast is immune to the threat of oil spills, the resource inventory was extended to the coastal area between Small Point and Pemaquid Point during 1982, to the coastal area between Pemaquid Point and Spruce Head during 1983, and to Penobscot Bay during 1984. Initiated in October, this year's study is partitioned into four tasks addressing the project's objectives.

The first task of the study is the resources inventory. Selected marine resources susceptible to oil spill damage are being identified, located and surveyed. Information relevant to oil spill response and damage assessment is being developed for each resource. This information will be used to prepare a marine resources chart and catalogue, copies of which will be provided to DEP, State Planning and other appropriate agencies. To date, information on our 350 Penobscot Bay resources has been collected and catalogued.

The second task of the study involves five oil pollution experiments. Each experiment compares the effects of chemically and naturally dispersed oil on various marine organisms. Lines of investigation include the behavior of finfish, the histology of shellfish, and the physiology of marine worms and selected flora. The information gained will be used in formulating nearshore dispersant use guidelines. Preliminary results have comfirmed the negative impact of oil pollution on marine organisms but any comparisons between chemically and naturally dispersed oil effects are as yet premature.

The third task of the study concerns oil spill damage assessment. The biological, chemical and physical consequences of any major oil spill occurring during the course of the study will be assessed through implementation of the DMR Oil Spill Contingency Plan. Information obtained through a damage assessment effort will be submitted to the Attorney General's Office; it will also be utilized in oil spill response policy formulation. During November, the *Dynamikos* spill in Portland Harbor was investigated; no significant environmental damage was observed.

The current study will be completed in October, 1984. As each section of the coast is completed, the Oil Pollution Research program enhances the capabilities of the DEP to protect vulnerable marine resources from spilled oil and provides the DMR with the necessary information to adequately assess oil spill damages to marine resources. It is anticipated, contingent upon adequate funding, that this program will continue so that the entire Maine coast will benefit from the improved oil spill protection and assessment capabilities of the DEP and the DMR.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	933,117	612,776	49,046		271,295	
Health Benefits	43,624	27,412	2,626		13,586	
Retirement	146,287	96,574	7,631		42,082	
Other Fringe Benefits	4,833	3,247	220		1,366	
Other Contractual Service	251,780	196,502	13,388		41,890	
Rents	4,883	3,818	317		748	
Commodities	111,558	96,145	2,608		12,805	
Grants—Subsidies—Pensions	4,765	4,765				
Equipment	58,555	4,581	13,416		40,558	
Transfers to Other Funds	8,679		1,458		7,221	
TOTAL EXPENDITURES	1,568,081	1,045,820	90,710		431,551	

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: Castine, Maine *Telephone:* 326-4311
Mail Address: Castine, Maine 04420

Established: 1941 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165 *Legislative Count:* N.A.

Organizational Units:

- Board of Trustees
- Board of Visitors
- Office of the Superintendent
- Practical Training Division
- Academic Division
- Administrative Division
- Student Affairs Division
- Center for Advanced Maritime Studies

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational Units above.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the fall term, September 1983, stood at 659. Of these 144 were seniors, 147 juniors, 158 sophomores and 210 freshmen. The student body included 17 women. Students from the State of Maine numbered 467 or 71% of the total. There were 178 students from other states and 14 students from abroad, 3 from Liberia and 11 from Malaysia. The Bachelor of Science degree was awarded to 149 graduating seniors in April

1984. Due to depressed conditions in the maritime industry graduates continued to experience considerable difficulty in finding deep sea billets. By the end of June approximately 65% of the graduates of the class of 1984 had found employment. Twenty-eight graduates accepted active duty assignments with the U.S. Navy, and one was commissioned and called to active duty in the U.S. Marine Corps.

The annual training cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Norfolk, Va., Fortaleza, Brazil, Tenerife, the Canary Islands, Boston and Portland before returning to Castine on June 30.

During the year, work was virtually completed in the water-front area where old structures dating from the earliest years of the Academy were replaced by Payson Hall, which houses the academy's small boat maintenance and repair facilities and various engineering and welding laboratories. The new structure was dedicated on April 28, 1984.

Evening programs during the fall and spring terms and an extensive array of courses, seminars, and meetings during the summer months play an increasing role in the Academy routine, as wider opportunities for adult study and other community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis. In June the Academy sponsored an initial offering of post-graduate courses which will eventually become a full fledged program leading to the Master of Science in Maritime Management degree.

Applications from prospective students continued to decline due to various factors, including the state of the maritime job market, the declining state high school population and the high costs of matriculation. Despite these factors, however, student enrollment for the fall term of 1984 is expected to number between 640 and 650 students.

LICENSES, PERMITS, ETC.:

Bachelor of Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes Year Ended June 30, 1984 with comparative figures for 1983

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	$2,102,841	—	$2,102,841	$1,989,077
Federal appropriations	524,600	—	524,600	141,140
State appropriations and grants	2,987,932	51,461	3,039,393	2,889,348
Federal grants and contracts	11,638	325,330	336,968	738,580
Private gifts, grants and contracts	113,071	76,430	189,501	559,006
Endowment income	115,476	789	116,265	27,605
Sales and services of auxiliary enterprises	2,756,059	—	2,756,059	2,438,427
Other income	227,390	19,859	247,249	408,650
Total current fund revenues	8,839,007	473,869	9,312,876	9,191,833
Expenditures and mandatory transfers				
Educational and general				
Instruction	2,140,206	67,287	2,207,493	2,018,762
Public service	167,595	3,577	171,172	169,947
Academic support	412,472	11,147	423,619	384,123
Student services	773,573	38,372	811,945	693,638
Institutional support	1,498,778	3,124	1,501,902	1,256,033
Operation and maintenance of plant	1,325,713	30,664	1,356,377	1,089,770
Scholarships and fellowships	13,396	277,989	291,385	247,708
	6,331,733	432,160	6,763,893	5,859,981
Mandatory transfers for:				
Principal and interest	31,554	—	31,554	37,642
Loan fund	3,914	4,900	8,814	5,089
Total educational and general	6,367,201	437,060	6,804,261	5,902,712
Auxiliary enterprises:				
Expenditures	2,212,767	36,809	2,249,576	2,114,736
Mandatory transfers for:				
Principal and interest	127,227	—	127,227	130,126
Renewals and replacements	13,100	—	13,100	13,100
Total auxiliary enterprises	2,353,094	36,809	2,389,903	2,257,962
Total expenditures and mandatory transfers	8,720,295	473,869	9,194,164	8,160,674
Other Transfers and additions (deductions)				
Excess of restricted receipts (expenses) over transfers to revenues		41,004	41,004	49,886
Unrestricted gifts allocated to other funds	(15,093)	—	(15,093)	(32,900)
Net allocation of unrestricted resources from (to) other funds	(99,011)	—	(99,011)	(891,408)
Total transfers	(114,104)	41,004	(73,100)	(874,422)
Net increase in fund balance	$ 4,608	41,004	45,612	156,737

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou *Telephone:* 498-6130
Mail Address: 1 Vaughn Place, Caribou, Maine

Established: September 23, 1983 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Marketing Advisory Board advises the Commissioner on operation of the Maine Potato Price Stabilization Program, on initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers.

PROGRAM: Committee members were appointed in December from lists of nominees provided by the Maine Potato Council and the Maine Potato Sales Association. The Committee's first order of business was to advise the Commissioner on selection of a Director for the Potato Price Stabilization Program.

During February and March 1983, rules governing operation of the program were prepared by the Committee with assistance from the Director and the Department. The rules would have established mechanisms for developing and publishing a mandatory daily minimum price for round white potatoes. A public hearing on the rules was held in March.

The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Department of Agriculture, Food and Rural Resources.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

EDWARD A. BONENFANT, CHAIRMAN

Central Office: 134 High St., Belfast, Maine *Telephone:* 223-1129
Mail Address: 134 High St., Belfast, Maine 04915
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

PROGRAM: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 24 continuing education hours every year to meet the requirements for re-licensure.

The present rules require the Continuing Education Certificates for 24 hours to be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:

- License:
  - Administrator
  - Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,730		2,730			
Other Contractual Service	8,731		8,731			
Rents	2,220		2,220			
Commodities	124		124			
Transfers to Other Funds	663		663			
TOTAL EXPENDITURES	14,468		14,468			

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets when necessary and conducts business by mail whenever feasible. During FY 84, the Commission met once to consider what response to make to changes in the corporate structure of laboratories serving hospitals, and whether to attempt to improve quality in physician's office laboratories. Six laboratories continued to be licensed and, at years end, a seventh was in the final stages of approval. All licensed laboratories were evaluated during the year by the Public Health Laboratory's Lab Certification Supervisor.

LICENSES, PERMITS, ETC.:

License:
    Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to less than $100.00 in FY 84 and are, by administrative decision, included with those of the Bureau of Health.

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
THOMAS J. KANE, D.S.W., CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Sta. #40, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34 M.R.S.A., Sect. 2003
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Council provides citizen contribution to the identification of needs, resources, goals and objectives for the Mental Health System. The Council mechanism allows the opportunity for many Maine citizens to:

a. Review departmental policy and plans to assure that they are consistent with the needs and wishes of Maine people;
b. Consider solutions to mental health problems which are impacted by socio-demographic and economic conditions within the state;
c. Consider the cross cutting areas between the mental health system and the corresponding health, human service and educational systems; and
d. Advise the department relative to the capital construction of mental health care facilities.

ORGANIZATION: There are thirty (30) members appointed by the Governor to represent both the consumer and provider communities. The Governor's Mental Health Advisory Council meets monthly to discuss matters of departmental policy and broad program issues. Representatives from the department, including the Commissioner and the Bureau Director of Mental Health, meet with the Council to present plans, issues, concerns and to discuss these matters with Council members. The Council reviews, makes recommendations regarding and subsequently approves the State Mental Health Services Plan as drafted by the department.

PROGRAM: The Council's activities encompass matters involving broad policy and program issues, the long range planning for mental health services, including preparation of the annual update of the Maine Mental Health Plan. During 1984 the Council advised the Department concerning several pieces of legislation regarding community mental health services, and actively monitored Bureau of Mental Health funding and reimbursement mechanisms. The Council reviewed the recommendations of various task forces and commissions relating to mental health and provided comprehensive advice to the Department concerning those recommendations. The Council was also involved in reviewing federal funding issues and legislative appropriations concerning mental health, including a comprehensive review of the Bureau's budget. Also, various members of the Council were involved in Departmental planning groups regarding the Task Force on discharge planning, the Commission on Children's Mental Health Legislative Services, elderly mental health needs, and implementation of patients' rights regulations and mental health problems. Council members were also involved in public forums on mental health needs held across the state.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (Mental Health and Mental Retardation).

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

KEVIN W. CONCANNON, COMMISSIONER
RONALD S. WELCH, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1939 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34 M.R.S.A., Sect. 1
Average Count—All Positions: 2,079.5 *Legislative Count:* 2,144.5

Organizational Units:
Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Office of Children's Services
Mental Health Advisory Council
State Planning & Advisory Council on Developmental Disabilities
Maine Committee on Problems of the Mentally Retarded
Commission on Mental Health Manpower Development
Interdepartmental Coordinating Committee

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of mental health, mental retardation and children's services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making processes.

Within the central administration, the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and Institutions or contracted for through private agencies.

The Associate Commissioner for Administration is responsible for all of the Department's financial affairs as well as personnel and employee relations.

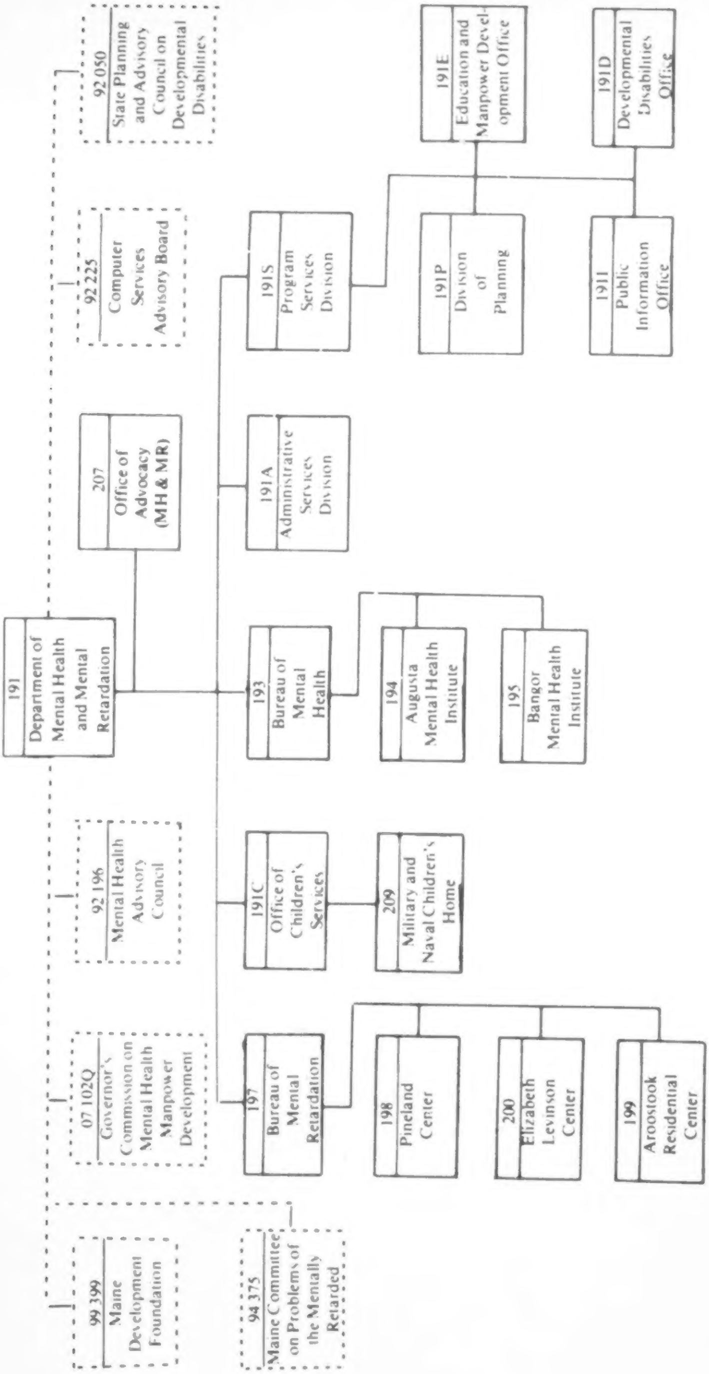
PROGRAM: Specific program information pertaining to FY 84 is included in the separarte reports of the Department's subdivisions.

There are, however, several major accomplishments worthy of emphasis. Release of the Bureau of Mental Retardation from active Federal Court supervision occurred this year, heralding significant improvements in services to Maine's mentally retarded citizens. No other state has accomplished this.

New program initiatives for mentally retarded young people graduating from public schools, for persons with autism and persons with complex behavior disorders were also initiated during this period.

For mentally ill persons, a number of major program directions have been undertaken as

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14


191 Department of Mental Health and Mental Retardation
207 Office of Advocacy (MH & MR)
99 399 Maine Development Foundation
94 375 Maine Committee on Problems of the Mentally Retarded
07 102Q Governor's Commission on Mental Health Manpower Development
92 196 Mental Health Advisory Council
92 225 Computer Services Advisory Board
92 050 State Planning and Advisory Council on Developmental Disabilities
197 Bureau of Mental Retardation
198 Pineland Center
200 Elizabeth Levinson Center
199 Aroostook Residential Center
191C Office of Children's Services
209 Military and Naval Children's Home
193 Bureau of Mental Health
194 Augusta Mental Health Institute
195 Bangor Mental Health Institute
191A Administrative Services Division
191S Program Services Division
191P Division of Planning
191I Public Information Office
191E Education and Manpower Development Office
191D Developmental Disabilities Office

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,108,929	33,570,867	69,864		468,198	
Health Benefits	1,864,258	1,837,456	4,104		22,698	
Retirement	5,887,177	5,800,656	12,967		73,554	
Other Fringe Benefits	167,023	164,392	580		2,051	
Computer Services—State	41,275	40,776			499	
Other Contractual Service	5,271,465	4,837,793	326,276		107,396	
Rents	186,695	186,648	47			
Commodities	3,303,277	3,233,803	64,855		4,619	
Grants—Subsidies—Pensions	16,837,098	13,668,255	205,786		2,963,057	
Buildings and Improvement	710,319	685,847	24,472			
Equipment	297,864	247,095	35,720		15,049	
Transfers to Other Funds	51,930		1,880		50,050	
TOTAL EXPENDITURES	68,727,310	64,273,588	746,551		3,707,171	

well, including the establishment of Rights f Recipients of Mental Health Services, the development of community-based crisis intervention services for young chronic mentally ill persons who repeatedly are admitted to Augusta Mental Health Institute, and the completion of the Program on Aging at Bangor Mental Health Institute, the State's major mental health program for elderly persons requiring psychiatric hospitalization.

In the area of Children's Services, the Department has successfully piloted several innovative programs for infants and youth with mental health or developmental needs which seek to provide intervention at the earliest possible age and to provide services which support and assist the family in caring for mentally disabled or developmentally delayed children.

LICENSES, PERMITS, ETC.:
Refer to Specific Program areas for details.

PUBLICATIONS:
Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1984: The expenditures related to the 44.5 persons making up this unit are reported under the Administrative Services Division (MH&MR).

OFFICE OF ADVOCACY (MH & MR)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et. seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

In the Bureau of Mental Retardation, the 4 community advocates and the Pineland Center advocate: (1) represent clients at inter-disciplinary team meetings at which a prescriptive program for their treatment for the upcoming year is planned and developed; (2) approve and periodically observe the utilization of aversive behavior modification programs both at Pineland and in the community; and (3) initiate or accept complaints and grievances on behalf of BMR clients, including investigations of abuse.

The institutional mental health advocates: (1) attend treatment planning meetings; and (2) assist in the investigation and resolution of client grievances, including those involving allegations of abuse, mistreatment or neglect.

PROGRAM: The Office of Advocacy has been actively involved, in the past year, in the drafting of regulations designed to assure the rights of mental health clients, and in establishing mechanisms to assist mental health clients who cannot give consent to treatment. The Office has provided assistance or information to in excess of 2,000 departmental clients including representing clients in Interdisciplinary Team meetings, Pupil Evaluation Team meetings and numerous other administrative meetings in which clients have sought assistance.

In addition, the Office is routinely involved in investigating denial of rights of departmental clients living in state institutions or in the community. One ongoing goal of the Office's activities is to continue to advocate for the consolidation, where that is feasible, and consistency, where consolidation is not feasible, of rules and regulations promulgated by the many agencies and departments serving clients of the Department of Mental Health and Mental Retardation in the area of quality of life, licenses, permits, etc.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations "Rights of Recipients of MH Services" are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle — *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769 — Voice or TDD
Established: 1972 — *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34 M.R.S.A., Sect. 2633
Average Count—All Positions: 14 — *Legislative Count:* 15

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

A. Nine-month per year residency for children attending the Opportunity Training Center or the Helen P. Knight School for Multiple Handicapped;
B. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
C. Residence for adults attending either a sheltered workshop or adult day activity program;
D. Transitional programming for Pineland Center residents who are returning to Aroostook County;

E. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;

F. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months residency; and

G. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a multidisciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 12 years or older and experiencing behavioral adjustment or training difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 60% of the Center's operating costs.

These changes have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	249,934	249,934				
Health Benefits	12,891	12,891				
Retirement	45,611	45,611				
Other Fringe Benefits	1,128	1,128				
Other Contractual Service	117,161	117,161				
Rents	2,997	2,997				
Commodities	16,493	16,493				
Grants—Subsidies—Pensions	166	166				
Equipment	489	489				
TOTAL EXPENDITURES	446,870	446,870				

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
EDITH A. CHEITMAN, Ph.D., Assistant to the Superintendent

Central Office: Hospital Street, Augusta *Telephone:* 622-3751
Mail Address: Box 724, Augusta, Maine 04330
or: Statehouse Sta. #80, Augusta, Maine 04333

Established: 1834 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34 M.R.S.A., Sect. 586

Average Count—All Positions: 547 *Legislative Count:* 561.5

Organizational Units:
Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Forensic Unit
Medical Infirmary
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment, in a hospital setting, to the following categories of patients: those who require *involuntary* hospitalization; those who require a *secure* setting; those who require *extended* periods of inpatient treatment and/or rehabilitaiton; those committed under the *criminal statutes* for observation, care and treatment; and those who require certain *highly specialized* programs not available elsewhere. In some cases, the lack of appropriate community alternatives requires that the Augusta Mental Health Institute accept some additional acute patients on a voluntary basis. The demand for mandated services is such that voluntary admissions occasionally have to be delayed or diverted to assure suitable accommodations for those most in need.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation. Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role as a viable part of the community-based, mental health supported system.

The Augusta Mental Health Institute is organized as a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional treatment units is responsible for the total treatment and rehabilitation of its patients:

A. *Admission Unit:* The Admission Unit has a 28-bed capacity and is equipped to provide evaluation and crisis management. Only adult patients requiring three weeks or more of inpatient services move beyond this Unit and are treated elsewhere in the Institute.

B. *Forensic Unit:* Under Title 15, Superior and District Courts may order examinations to determine mental competency and responsibility for criminal acts. The Department of Mental Health and Mental Retardation is responsible for all examinations beyond the "preliminary" stage, and is required to perform many of the "preliminary" examinations as well (resulted in a saving of considerable money to the Court system).

C. *Transition Unit:* The 85-bed Transition Unit provides intensive treatment for actively psychotic adults who may require several months of hospitalization. These include both acutely mentally ill individuals who require intensive intervention over a period of weeks or months and chronically mentally disabled persons who are able to live in the community with occasional admissions to the hospital for further treatment.

A subdivision of the Transition Unit, the Young Adult Treatment Program provides special services for patients 18-35 who currently comprise 51% of all admissions to the hospital—part of what is currently recognized as a national epidemic of mental illness in the 18-35 age group.

D. *The Adolescent Unit:* The Adolescent Unit provides a specialized program for youth between the ages of 12 and 20, statewide, who require a psychiatric hospital level of inpatient treatment services. An emphasis on family involvement in therapy for these adolescent patients is designed to promote early return home with minimal disruption of family and community support systems.

E. *Rehabilitation & Reentry Unit:* This Unit provides comprehensive social, educational and vocational rehabilitation services.

F. *Nursing Home Unit:* The Institute maintains and staffs 52 beds certified by the Department of Human Services as a Nursing Home Unit reimbursable under Title XIX. It admits only from the AMHI psychiatric population assuring that those patients who are more appropriate to community nursing homes are not admitted to this program.

G. *Infirmary & Clinics:* The 16-bed Infirmary provides a Medicare certified general hospital level of care, at less cost than would be incurred by a transfer to a general hospital, thus generating significant amounts of third-party reimbursement to the general fund. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical Center.

PROGRAM: During the fiscal year, the Augusta Mental Health Institute continued to refine and improve programming tailored to the needs of the severely mentally ill and disabled. Of significance were:

— the development of a Special Needs Adult Program to address the particular needs of functionally disabled elderly patients;

— the development of an Assisting Community Transition Program to aid in reintegrating short term patients into the community; and

— expansion of the Young Adult Transitional Program to include a halfway house.

Again this year admissions to the hospital increased 13.1% from 1242 in FY '83 to 1405 in FY '84. Nonetheless, average daily population decreased by 3.2% (from 286.3 to 277.2) due to program emphasis on crisis resolution and community placement.

Since the American Psychiatric Association's Significant Achievement Certificate was presented to AMHI in 1982, recognizing the Institute as a provider of high quality care through modern, comprehensive programming, AMHI has hosted a variety of regional and national conferences. This year's activities included the Western Massachusetts (Regional) NIMH Manpower Training Program and a New England seminar on forensic psychiatry and mental health services to jails. AMHI also continues to function as a teaching hospital for physicians, psychologists, social workers, nurses, and related therapists.

PUBLICATIONS:

Structured Learning Therapy
The Adolescent Program at Augusta Mental Health Institute
AMHI Fact Sheet
The Treatment Planning Index

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,052,178	8,982,314	69,864			
Health Benefits	485,112	481,008	4,104			
Retirement	1,569,796	1,556,964	12,832			
Other Fringe Benefits	43,295	42,941	354			
Computer Services—State	11,155	11,155				
Other Contractual Service	694,169	667,665	26,187		317	
Rents	430	430				
Commodities	498,177	442,939	54,629		609	
Grants—Subsidies—Pensions	409,569	261,509	145,835		2,225	
Equipment	48,878	15,831	19,847		13,200	
Transfers to Other Funds	1,100		1,095		5	
TOTAL EXPENDITURES	12,813,859	12,462,756	334,747		16,356	

BANGOR MENTAL HEALTH INSTITUTE

PATRICIA T. OULTON, SUPERINTENDENT

Central Office: Hogan Rd., Bangor *Telephone:* 947-6981
Mail Address: Box 926, Bangor, Maine 04401
Established: 1885 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34 M.R.S.A., Sect. 535
Average Count—All Positions: 505½ *Legislative Count:* 540

Organizational Units:

- Institute Services
- Personnel
- Adult Psychiatric Program
- Educational & Rehabilitative Services
- Quality Assurance
- Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes the community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

Bangor Mental Health Institute is organized by specific functional treatment programs. The Adult Psychiatric Program (APP) includes an admissions unit which provides short-term acute care and crisis management, an intermediate program for patients requiring psychiatric care up to one year, a rehabilitation unit for longer stay patients, and a community orientation (discharge) and halfway house program for patients preparing to leave the Institute, a forensic program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and correctional facilities. The forensic unit also does court mandated evaluations. The Program on Aging (POA) includes the Therapeutic Community Unit for those persons who are ambulatory and have significant mental health needs; the Resocialization Unit is for those who are severely regressed and frequently have medical needs; and the Psychiatric Nursing Home Unit is for those mentally ill persons whose medical needs are severe enough to be the primary focus of treatment.

A number of other services support these programs, including patient and staff libraries, rehabilitative programs, such as occupational therapy, physical therapy, and therapeutic recreation, Dietary, Maintenance, Quality Assurance and Volunteers.

PROGRAM: In FY 84 the Bangor Mental Health Institute continued to serve as an integral part of the mental health system of the State. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals (JCAH). As a result of the JCAH survey in April 1982 and a focused survey on deficiencies in May 1983, BMHI retains accreditation.

Renovations on Pooler Pavilion, the building which houses the Institute's geriatric program have been completed this fiscal year. All Program on Aging patients are now housed in one building, providing improved accommodations. The Program on Aging is a licensed intermediate care facility.

During this fiscal year, BMHI achieved for the first time the certification of its admitting ward, D-1. This will allow the State to receive regular reimbursement from Medicare and other providers who rely upon certification before reimbursing.

There have been other program changes. A contract with the Rehabilitation Training and Research Unit at Boston University has provided specialized training to staff and program development consultation to enable us to install a psychiatric rehabilitation program on one ward. Implementation began this year and this has been going well. At this point there is a marked improvement among the patients on this ward, we believe demonstrating the efficacy of the treatment. There is a research project attached to this program and the results should be available shortly.

The Skills Learning Program (SLP) which is four wards in the Adult Psychiatric Program has begun multiple ward treatment groups, including health groups, men's and women's groups, family groups, etc. These groups have proved successful and enhance the opportunities for treatment of patients off the ward and mingling among other patients or persons at BMHI. We will continue these expanded programs in future years.

A big achievement during the last year has been our sheltered workshop. This was opened in June 1983. 1) In phase one, employment opportunities have been provided for patients in a sheltered environment in our community store. The patients are paid on their rate of productivity as a percentage of minimum wage. In addition to the community store program, the following programs have begun this year as part of the sheltered workshop. 2) A Janitorial Program. Patients provide cleaning services for Inland Fisheries and Game and for other state offices on the grounds of BMHI. The money these contracts provide is the money which the patients are paid for their services. 3) The Print Shop. We are now providing printing services available to other state agencies in the Bangor area and are hoping to open our services to the competitive market. Again this is providing both training and jobs for patients. 4) The fourth phase has just opened. We have a contract from a shoe factory and patients are paid for working on shoes on a piece-rate basis.

Major energy has gone into developing quality assurance plans for a number of clinical departments during this fiscal year. Quality Assurance plans and activities are to maintain accreditation and improve patient care.

The capital improvements to ward areas, the roof and the construction of a chapel in the Pooler Pavilion were the only capital improvements during FY 84. BMHI received energy money for weatherstripping of windows in our main building and storm windows on Pooler Pavilion, insulated attic areas, oil tanks, and steam lines.

PUBLICATIONS:

Patient's Handbook—BMHI
BMHI Treatment Programs
The History of Hepatica Hill
Professional Staff By-laws

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,526,359	8,508,893			17,466	
Health Benefits	454,340	453,025			1,315	
Retirement	1,480,221	1,477,368	135		2,718	
Other Fringe Benefits	40,623	40,304	226		93	
Computer Services—State	4,425	4,425				
Other Contractual Service	617,247	601,532	15,715			
Rents	42,850	42,850				
Commodities	329,835	321,846	7,989			
Grants—Subsidies—Pensions	209,130	207,629	1,501			
Buildings and Improvement	374		374			
Equipment	63,001	62,937	64			
Transfers to Other Funds	243		145		98	
TOTAL EXPENDITURES	11,768,648	11,720,809	26,149		21,690	

OFFICE OF CHILDREN'S SERVICES

EDWARD C. HINCKLEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 472; *Citation:* 34 M.R.S.A., Sect. 261

Average Count—All Positions: 3 *Legislative Count:* 3.5

PURPOSE: The programs of the Office of Children's Services seek to respond to the mental health needs of Maine's emotionally handicapped children, ages 0-20. The need for an administrative unit focusing on the mental health and developmental needs of children is occasioned by the unique status of children in our society. Treated differently by both laws and social custom than adults, children begin life totally dependent on their families for all elements of existence. In their next 16 to 20 years, they become able to survive and function with almost total independence. Under the best of circumstances, this normal passage from dependency to independence is marked by the need for changing relationships and services unlike those developed for or appropriate to adults.

Particularly, in attempting to develop programs aimed at the prevention of emotional disturbance or mental illness in children, there is a demonstrated need to employ professional and pre-professional workers with specific education, training and experience in child growth and development and to implement and encourage communications, information-sharing and in-service training between such children's specialists. Through its programs of grants, referrals and technical assistance, the Office of Children's Services provides a focal point for such activities.

ORGANIZATION: The Office of Children's Services was created in October 1977 as part of a departmental reorganization plan approved by the Governor. Title 34, Section 12, authorizes the department to support human service programs, including children's community action programs, juvenile programs and youth service programs. Section 2001 charges the department, through its Bureau of Mental Health, with "the promotion and guidance of mental health programs within the several communities of the State." Specific departmental staff have been assigned the responsibility for children's services program development, funding and monitoring since 1973 when the Children's Psychiatric Hospital at Pineland Center was permanently closed. In 1983 the Office was statutorily mandated to assist in the planning, coordination and development of mental health services for children.

PROGRAM: During 1983-84, grants developed and administered by the Office of Children's Services totaled approximately $1,900,000. Mental health treatment and related services purchased through these grants fall primarily into the following categories, with the figures in parentheses representing the proportion of these services:

Residential Treatment Services (43%)
Day Treatment Services (8%)
Family Intervention and Support Services (26%)
Early Intervention Services (2%)
Community Support Services (21%)

In all but one or two cases, the funds of the Office of Children's Services are used to supplement those of other programs and agencies, such as public schools, Department of Human Services, and the Bureaus of Mental Health and Mental Retardation of the Department. Approximately 1,500-2,000 children receive services through these grants.

Major accomplishments during the year have focused on earlier intervention with infants or young children who are handicapped or at risk of becoming handicapped, with particular emphasis on "environmental risk" factors; on continued interagency linkages; and on the provision of services to children-and-families together, rather than to children as isolated clients. Toward these ends:

— Funds were obtained in conjunction with the Departments of Corrections and Human Services to begin expanding home-based service programs from five to nine sites;
— Five additional Infant Mental Health seminars were offered; over 150 professional service providers representing many different disciplines have now received this four day "basic training."
— A three year federal demonstration grant for preventive intervention and support for 0-3 year olds and their parents was obtained from the Office of Special Education and Rehabilitative Services, effective July 1, 1984; and
— A five year federal grant for the development of a comprehensive service system for "multiple agency" handicapped adolescents was obtained from the National Institute of Mental Health, effective July 1, 1984.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.: *Floor:* 4 *Telephone:* 289-3617
Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333
Established: January 16, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 249; *Citation:* 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with chronic mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems in the Bureau of Mental Health was created in 1983. Prior to 1984, the Community Support Systems Project existed to begin to plan for and develop community support systems for persons discharged from State psychiatric hospitals. As community based services to chronically mentally ill persons have become a more predominant direction within the mental health system, the scope of services encompasses a broader population including those people with chronic mental illness who may have been only briefly, or not at all, institutionalized. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Coordinators, who work in the local mental health service areas, report to the Director.

PROGRAM: The Office of Community Support Systems works directly with consumers and families of consumers of mental health community support services. Through technical assistance, staff support, and contracts, OCSS has promoted the development of twelve family support and advocacy groups, including a state-wide chapter of the National Alliance for the Mentally Ill. There are several social centers throughout Maine which have active consumer self-help groups. Through funding and technical assistance, OCSS has promoted these groups which meet monthly through statewide teleconferencing.

Staff of the Office of Community Support Systems provide technical assistance and training to provider agencies either directly or through conferences, workshops, and other types of training activities. This enables providers to improve service delivery and design new programs. For example, OCSS sponsors annual housing and vocational conferences which bring providers together to share programs and ideas and learn about innovations in those fields.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development.

Goals and objectives for OCSS are contained in the State Mental Health Plan which is updated annually by the Bureau of Mental Health.

PUBLICATIONS:
Community Support Housing Technical Assistance
Family Support Group Organizing Manual
WORK; Work, Opportunities, Resources, Knowledge—Quarterly Newsletter

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DEVELOPMENTAL DISABILITIES OFFICE

KEVIN W. CONCANNON, COMMISSIONER
PETER R. STOWELL, Executive Director

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34 M.R.S.A., Sect. 13
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under the provision of PL 95-602 "Amendments to the Developmental Disabilities Services and Facilities Construction Act of 1978".

Another purpose of the Development Disabilities Office is to provide staff support to the Maine State Planning and Advisory Council on Development Disabilities. The Development Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering Agency for the Developmental Disabilities Council by 34B M.R.S.A. §1211 para. 4.

The DD Office is composed of an executive director, a developmental disabilities planner, consumer education coordinator and support staff person.

Through monthly meetings the staff assists the State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's legislative mandate.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

DD Dispatch (newsletter)
Adult Education for the Handicapped
The Community Integration Manual
Insights—A Handbook for Parents of Children with Disabilities
Lupus Brochure
1983 Update: A Review for Decision-makers (2nd edition)
Preventing Developmental Disabilities in Maine: Recommendations for Action
State Plan 1984-1986
Jargon & Acronyms

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

EDUCATION AND MANPOWER DEVELOPMENT OFFICE (MH & MR)

FRANK G. O'DONNELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1978 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191E; *Citation:* 34 M.R.S.A., Sect. 262
Average Count—All Positions: 3 *Legislative Count:* 1

PURPOSE: The Education and Manpower Development Office is responsible for coordinating and developing training opportunities for departmental personnel, administering the Maine Career Mobility Project, (a collaborative effort with the University of Maine system aimed at developing training alternatives for direct care workers), consulting with institutional staff development officers to initiate training programs, and developing and coordinating departmental participation at regional and national seminars as appropriate.

ORGANIZATION: The Education and Manpower Development Office is organizationally located under the Associate Commissioner for Programs in the Program Services Division. The Director of the Office is responsible for all departmentally-related training activities. The Office has supervisory responsibility for all federal or regionally sponsored training/education activities such as the Career Mobility Project, the Psychiatric Rehabilitation Project, the

Training of Trainers Project, the William E. Schumacher Distinguished Lecture Series, and for Regional Human Resource Development Workshops. The Office is presently in a reorganization phase and will be merged with the Planning and Research Division in FY 85.

PROGRAM: During FY 84, the Education and Manpower Development Office administered the continuing activities of the Maine Career Mobility Project. Activities centered around three campuses of the University of Maine System and included the following:

I) University of Maine/Augusta
- —Development of new courses addressing needs of mental health workers at the Augusta Mental Health Insitute (AMHI).
- —Delivery of courses on-site at AMHI.
- —Counseling of mental health workers (MHW's) at AMHI regarding training/education alternatives.
- —Participation in Human Resource Development workshops sponsored by the Department.
- —Development and implementation of a memorandum of understanding which enabled the delivery of the associate in arts (A.A.) program in Human Services at AMHI.
- —Development of a proposal for delivery of a new A.A. curriculum in the Life and Leisure Studies.
- —Establishment of a new position entitled Associate Professor in Psychology and Mental Health.

II) Bangor Community College
- —Introduction of new courses in Associates in Arts program in Human Services, e.g. Introduction to Psychiatric Rehabilitation, Introduction to Mental Health, Introduction to Supervision.
- —Continued delivery of extensive number of courses at Bangor Mental Health Institute. These courses included essentially the entire range of offerings included as options under the Human Services Associates in Arts program. Other courses were developed expressly to meet needs identified at BMHI.

III) University of Maine at Farmington
- --Implementation of "training of trainers" program for psychiatric rehabilitation in conjunction with Boston University.
- —Implementation of new curriculum in psychiatric rehabilitation as part of Baccalaureate in Arts (B.A.) program in Rehabilitation.
- —Identification of training resource network and application of revised curriculum.
- —Development of plan to deliver psychiatric rehabilitation training.
- —Development and delivery of Summer Institute '84 on psychiatric/mental health topical areas.

In addition to the career mobility program activities, extensive activities centered around sponsoring conferences and training/workshops in a variety of topics. Conferences/workshops conducted during FY 84 included:

- —William Schumacher Lecture Series on De-Institutionalization-Leona L. Bachrach, Ph.D., Keynoter.
- —Mental Health Services for the Deaf: Barriers encountered.
- —Hospital Accreditation Standards: Human Resource Implications.
- —Forensic Challenge to Manpower Services.

Other conferences dealing with prevention of Developmental Disabilities, Early Child Care Intervention, and the Mental Health Consequences of Child Abuse are in various stages of implementation as well.

PUBLICATIONS:

RESOURCE DIRECTORY, 1982—$4.95
  1984 revision in progress
Career Mobility Reports—No fee
  University of Maine linked training programs and workshops—No fee
Conference/Workshop Videotapes
  Stigma—No fee

De-Institutionalization—No fee
Mental Health & Deafness Services—No fee
Manpower Implications of Forensic Services—No fee

FINANCES, FISCAL YEAR 1984: The expenditures for this unit are included with those of the Administrative Services Division (MH&MR).

ELIZABETH LEVINSON CENTER

ROBERT DURGAN, Ph.D., DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 947-6136
Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697
Established: September 23, 1971 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34 M.R.S.A., Sect. 2634
Average Count—All Positions: 72 *Legislative Count:* 67

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation Regional Offices located throughout the state.

The primary purpose of the Center is Respite Care Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children;
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with six months (renewable) training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs;
4. Provision of short-term complete evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments;
5. Support placement of severely retarded children in the community;
6. Provision of early intervention program for developmentally disabled children, birth to five years. Includes Center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation. A regional office caseworker and Center social worker make an intake visit to the family and present the case for consideration to the Program Referral Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). Following acceptance to admit, a Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition of the program into the home once the child is discharged.

PROGRAM: The Center continued to provide residential and training programs to severely and profoundly retarded children and their families.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS:

Elizabeth Levinson Center Brochure
Service Guide for Volunteers

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	936,240	936,240				
Health Benefits	59,248	59,248				
Retirement	165,028	165,028				
Other Fringe Benefits	4,478	4,478				
Other Contractual Service	64,919	60,494			4,425	
Rents	2,716	2,716				
Commodities	30,644	28,244			2,400	
Grants—Subsidies—Pensions	65,193	65,193				
Building and Improvement	8,000		8,000			
Equipment	9,132	6,092	4,743		1,349	
Transfers to Other Funds	84				84	
TOTAL EXPENDITURES	1,342,642	1,326,384	8,000		8,258	

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
TTY: 289-2000
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1959 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34 M.R.S.A., Sect. 2001
Average Count—All Positions: 1,079.5 *Legislative Count:* 1,125
Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health
Office of Community Support Services

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. Over the past ten years this has involved a reduction of the populations of the mental health institutes by two-thirds, and the establishment of a community mental health system in eight regions around the State. This reduction in the level of institutional care has been commensurate, with an improvement in the quality of services in the institutes.

Mental Health goals and objectives are contained in the State Mental Health Plan, a five year plan which was published in October 1981 and updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the content of the plan. Present goals include maintaining and improving the quality of the comprehensive system, which includes institutional and community components, especially in its ability to serve persons with chronic mental illness, children and adolescents, elderly persons and deaf persons. Major objectives were accomplished through continued cooperation of the various components of the delivery system.

During FY 84 several major activities and accomplishments occurred. Among these are the development of program initiatives in the areas of crisis assistance housing, social support, socialization and vocational services for persons with chronic mental illness, early intervention and mutual support for families with mentally ill members. The Bureau has focused on services to deaf persons through its deaf services coordinator and has secured resources to better serve elderly persons. The Bureau also continued a national research and demonstration program on deinstitutionalization of individuals with chronic mental illness through Medicaid funding of model Community Rehabilitation Residences. These program initiatives often occurred in cooperation with other agencies of state and federal government, including the Departments of Housing and Urban Development and Health and Human Services on a national level, and the Department of Human Services, Bureau of Medical Services and Vocational Rehabilitation, the Developmental Disabilities Council, Maine State Housing Authority and the Bureau of Mental Retardation.

The Bureau has continued to improve accountability for state resources through implementation of a uniform cost identification and reporting format and principles of reimbursement for community mental health services. Strong efforts were made to improve the structure for reimbursement of services through the Medicaid program and private insurance. In other areas of accountability, improvements were made in the process of licensing mental health programs through the implementation of joint licensing standards for residential child care facilities and updated licensing statutes.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive community support systems for persons with chronic mental illness, with a special focus on the need for crisis and respite care services for chronically mentally ill persons.

MENTAL HEALTH AND MENTAL RETARDATION

Maine has provided national leadership in several areas of mental health policy during the year. The Bureau has begun implementation of comprehensive regulations regarding the rights of persons who receive mental health services in the state, and has developed major policies relating to treatment of incapacitated patients. Other areas where broad input was promoted through task groups, workshops, media, training, public forums or policy development included the needs of elderly citizens, seriously disturbed children and adolescents, deaf persons and persons being discharged from the state's mental health institutes.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Community Health & Counseling Services
3. St. Michael's Center
4. Northeast Occupational Exchange
5. Blue Hill Memorial Hospital, Inc.
6. The Together Place, Inc.
7. Kennebec Valley Mental Health Center
8. Motivational Services, Inc.
9. Kennebec Valley Regional Health Agency
10. Kennebec-Somerset Home Aide Services
11. Crisis and Counseling Centers, Inc.
12. Tri-County Mental Health Services
13. Maine Medical Center
14. Cumberland Area Mental Health Consortium
15. Western Maine Counseling Service
16. Amity Center
17. Shalom House, Inc.
18. Ingraham Volunteers
19. Holy Innocents Home Care Service
20. Community Health Services, Inc.
21. Community Counseling Center
22. Marriage & Family Counseling
23. York County Counseling Services, Inc.
24. Bath-Brunswick Mental Health Association
25. Dirigo Resources
26. Mid-Coast Mental Health Center

Licensed by Joint Licensing Task Force:

27. The Homestead Project, Inc.
28. Elan One Corporation
29. Little Brothers Association of Greater Portland
30. The Spurwink School
31. Sweetser Children's Home

State Mental Health Facilities

Augusta Mental Health Institute
Garrell S. Mullaney, Superintendent
Box 724
Augusta, Maine 04330
Tel. 622-3751

Bangor Mental Health Institute
Patricia Oulton, Superintendent
Box 926
Bangor, Maine 04401
Tel. 947-6981

PUBLICATIONS:

Maine Mental Health Plan, 1981-1986
Mental Health Plan Annual Update, 1982-1983
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Available to interested individuals by contacting:

Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	331,042	70,966			260,076	
Health Benefits	14,090	2,585			11,505	
Retirement	51,510	10,340			41,170	
Other Fringe Benefits	1,518	318			1,200	
Computer Services—State	886	387			499	
Other Contractual Service	1,648,515	1,362,079	224,293		62,143	
Rents	26,516	26,516				
Commodities	1,009	848	62		99	
Grants—Subsidies—Pensions	8,978,670	6,780,360	58,350		2,139,960	
Equipment	396		396			
Transfers to Other Funds	1,062		344		718	
TOTAL EXPENDITURES	11,055,214	8,254,399	283,445		2,517,370	

BUREAU OF MENTAL RETARDATION

MICHAEL J. TARPINIAN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201
Average Count—All Positions: 934 *Legislative Count:* 951.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to mentally retarded individuals and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for the mentally retarded persons. The Bureau serves as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of the Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, and the Infant Development Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, nonprofit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community social service staff develop and monitor residential and day program services. Regional teams assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions, and provide direct habilitation services to clients. Early intervention services for developmentally delayed infants and children (age birth through 5 years) are provided through the Child Development Worker Program.

PROGRAM: During FY 84 the Bureau was released from active Federal Court supervision in the case of Wuori vs. Concannon. Of the many States having consent decrees, Maine is the first State to achieve this status.

The Bureau, in conjunction with the Department of Human Services, began implementation of the Home and Community Based Waiver program. This program is designed to effectively use Title XIX funds to expand community services to clients of the Bureau in order to avoid more expensive institutional placements.

New initiatives were begun by the Bureau during FY 84 which will result in expanded services to people who are autistic and to young disabled adults who are recent graduates of the public school system.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
Directory of Programs for Mentally Retarded
Individual Program Plan Manual
Interagency Standards for Adult Community Programs
Pineland Consent Decree (Appendices A&B)
Statutes Governing the Bureau of Mental Retardation
ICF/MR Rules and Regulations Principles of Reimbursement
ALL FREE

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,767,711	2,581,918			185,793	
Health Benefits	131,400	121,918			9,482	
Retirement	430,668	401,75[illegible]			28,909	
Other Fringe Benefits	18,366	17,620			746	
Computer Services—State	1,704	1,704				
Other Contractual Service	841,599	799,804	1,284		40,511	
Rents	90,949	90,949				
Commodities	23,412	22,070	259		1,083	
Grants—Subsidies—Pensions	6,699,752	5,878,962	100		820,690	
Equipment	6,142	6,142				
Transfers to Other Funds	2,273		—1		2,274	
TOTAL EXPENDITURES	11,013,976	9,922,846	1,642		1,089,488	

MILITARY AND NAVAL CHILDREN'S HOME

EDWARD W. MORRIS, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251 or 443-9575
Mail Address: 103 South Street, Bath, Maine 04530
Established: February, 1866 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 2-18, of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care; potential or actual abuse or neglect; or family crisis and upheaval. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Office of Children's Services, Department of Mental Health and Mental Retardation, or such agencies or parents as may be involved in the placement. The admission procedure also requires the completion of an application, a record of the child's history and behavior and a medical examination form. The child remains at the Home until the situation that necessitated placement is resolved or the family indicates that they want the child or children returned home or to an acceptable alternative placement with another family member.

PROGRAM: During FY 84:

1. The Home enlarged its population to meet a growing need to provide short term care for children whose parents are receiving treatment for family violence, child neglect, alcoholism, etc. Since April, 1983, the average population has been 23, with a new maximum set at 25 children.
2. A Board of Visitors has been established to assist in the development of policy and program changes, to monitor the progress of the Home during the current period of transition, and to provide continuing oversight to the operation of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.
3. Professional training, courses, workshops and seminars have been established for the child care staff at the Home, on a continuing basis. A contracted Social Worker is also assigned to the Home on a full-time basis.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	199,685	199,685				
Health Benefits	8,479	8,479				
Retirement	37,924	37,924				
Other Fringe Benefits	767	767				
Other Contractual Service	25,066	25,066				
Commodities	6,078	6,078				
TOTAL EXPENDITURES	277,999	277,999				

PINELAND CENTER

JOSEPH FERRI, SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine *Telephone:* 688-4811
Mail Address: Box C, Pownal, Maine 04069
Established: March 6, 1907 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402
Average Count—All Positions: 721 *Legislative Count:* 732½; June 1984-714½

Organizational Units:
Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Case Management Service
Medical Support Services
Institutional Support Services
Psychological Services
Community Division Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

a. To provide residential treatment both long and short term which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;
c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
d. To provide a total treatment program based on residents' needs through the Interdisciplinary Program Plan (I.P.P.);
e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
f. To provide resident information to families, guardian and correspondents;
g. To provide out-patient diagnostic and evaluation services;
h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement;
i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents; and
j. To provide prevention services through genetic counseling, public information and education.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. The institution's current name, Pineland Center, was authorized by the legislature in 1973.

Pineland's special programs in education and training are organized to develop the best possible potentials of this very handicapped group and to provide the special care and treatment required for their multiple physical and medical problems.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission through a variety of programs:

a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
c. Community Education, Information and Consultative Services.

PROGRAM: During FY 84, Pineland Center as a mental retardation facility continued with its full accreditation from the Joint Commission on Accreditation of Hospitals; it also continued with its certification as an Intermediate Care Facility—Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

In the latter part of the year Joseph Ferri, a respected career employee in the field of mental retardation, became Superintendent, replacing George A. Zitnay, who had resigned.

The Center continued the development of more normal living environments with the renovation of living and program areas, and with the opening of Federation Apartment IV—a six bed group home, and the closing of one of the older structures, Vosburgh Hall.

The census this past year decreased to 301 residents. Some 44 community placements were made, aided directly or indirectly by the new Medicare waiver program. Outpatient and community services were considerably increased, supported by the newly formed Community Division at Pineland. Outpatient and community outreach services were extended to some 2,000 individuals throughout the state. Temporary admissions, at 141, more than doubled; these included respite care, emergency restraint and medical admissions. The new Behavior Stabilization Unit, expanding to 12 beds, made a significant contribution here for short term intensive intervention in assisting community based programs in the management of behaviorally disruptive clients. There were also some 35 new judicial certifications.

The Pineland Assessment Tool, a comprehensive form created at Pineland for assessing many areas of the social and adaptive functions of developmentally disabled clients, was completed and put into statewide use; inservice training sessions were widely conducted on its application.

The Apprenticeship Program for Mental Retardation Trainers graduated its first class in FY 84, and two additional classes were following in this innovative program of competency based training for direct care staff in the field of mental retardation. An Associate Degree program, through the University of Maine, also graduated its class this year. Staff Development maintained its many programs of in-service training for the Center's staff, and the Center's comprehensive training program continued to attract (outside) students from a variety of professional disciplines.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,075,006	11,070,143			4,863	
Health Benefits	659,453	659,057			396	
Retirement	1,965,516	1,964,759			757	
Other Fringe Benefits	52,660	52,648			12	
Computer Services—State	5,185	5,185				
Other Contractual Service	833,622	774,825	58,797			
Rents	20,082	20,035	47			
Commodities	366,378	364,034	1,916		428	
Grants—Subsidies—Pensions	460,185	460,003			182	
Buildings and Improvement	945	945				
Equipment	89,778	73,865	15,413		500	
Transfers to Other Funds	332		297		35	
TOTAL EXPENDITURES	15,529,142	15,445,499	76,470		7,173	

DIVISION OF PLANNING (MH & MR)

ROBERT FOSTER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191P; *Citation:* 34 M.R.S.A., Sect. 262

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The overall goal of the Division of Planning is to assist in the development of programs, plans and policies which reflect departmental philosophy and contribute to more effective and integrated service delivery. Specific responsibilities of the Division are separated into three general categories:

1. Plan and program development, which includes preparation of departmental plans or guidelines for compliance with state and federal mandates, participation on committees concerned with the needs of particular client groups, and coordination with other units of the department and other state agencies in areas of mutual concern;
2. Systems development, including the dissemination of information on departmental programs and maintenance of an automated computer system to generate data reports; and
3. Plan, develop, monitor and evaluate the projects funded under the Alcohol Premium Law and designated for the Prevention, Education and Treatment of alcohol abuse among persons mentally retarded and mentally ill.

ORGANIZATION: The Division of Planning was created in 1977 as part of a reorganization of what is now the Department of Mental Health and Mental Retardation. It comprises two functional units dividing its responsibilities between program development/evaluation and research/information systems.

PROGRAM: In addition to maintaining primary responsibility for Alcohol Premium projects in FY 84, the Division assisted the Bureaus of Mental Health and Mental Retardation, the Office of Children's Services and the Developmental Disabilities Council in evaluations of programs funded by each. The Division provided liaison with other State agencies regarding the State Health Plan, the Social Services Plan, the State Transportation Plan and the Juvenile Justice Plan as well as planning assistance in implementing mental health and social services block grants. In cooperation with three other state agencies, the Division developed the

Legislative Alcohol Premium Law report, and in conjunction with the Legislature's Joint Select Committee, helped implement the contracting process with programs approved for FY 84. Systems development activities included the technical design for an automated data system which involves the institutions and community treatment providers for both mental health and mental retardation. The system is designed to process information relating to client/patient, demographics, treatment, billable services, admission/discharge data, staff, and financial data. A system hardware configuration, including the telecommunication design tying in twelve different sites statewide, was also completed in FY 84.

PUBLICATIONS:

Dependent upon the supply of printed copies, the following 1982-83 publications are available free of charge:

Maine Mental Health Plan, 1981-86
Maine Mental Health Plan Update Summary, 1982-83
Somerset County Emergency Services Evaluation—1983
Homebuilders Project Evaluation—1983
State Alcohol Prevention, Education, Treatment & Research Plan

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are for the most part included with those of the Administrative Services Division (MH&MR). This Division did receive in FY 84, however, approximately $250,000 for alcohol treatment, education programs.

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 1911; *Citation:* 34 M.R.S.A., Sect. 1
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

a. Preparing news releases concerning events within the department;
b. Maintaining daily contact with the news media;
c. Preparing educational brochures regarding departmental services for public distribution;
d. Preparing daily news summary for departmental officials;
e. Functioning as legislative liaison;

f. Consulting and advising the Volunteer Services Coordinators from the institutions; and
g. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the latter half of 1983 and through the first six months of 1984, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Coordination of statewide public hearings for the special Commission on Children with Special Needs;
2. Informational coordination of a statewide effort to deal with alcohol abuse;
3. Helped plan and handled media coverage of the 4th Annual Dr. William E. Schumacher Distinguished Lecture Series on Mental Health which featured the nation's foremost authority on deinstitutionalization, Dr. Leona L. Bachrach.
4. Coordinated public forums seeking citizen opinions, suggestions ideas and concerns about mental health services in Maine;
5. Coordinated special workshop coverage on alcohol related birth defects including statewide public awareness campaign;
6. Handled information regarding parent informational statewide meetings dealing with emerging problem of no program opportunities for graduates of special education courses;
7. Aided with media coverage of special conference on child abuse and neglect;
8. Coordinated information on Maine's hosting the 30th Annual Conference of the American Association of Mental Deficiency;
9. Handled media contacts regarding recommendations on designing a statewide service system to help autistic individuals in Maine;
10. Assisted in publicizing "Concepts in Mental Illness" workshop series co-sponsored by the Alliance for Troubled Families and Augusta Mental Health Institute;
11. Handled media coverage of the expansion of graduate training for social workers in Maine;
12. Handled media coverage on recommendations for new methods to help infants at risk;
13. Assisted in publicizing Maine's first fire safety program for mentally handicapped adults;
14. Handled media coverage on Maine becoming first state in the nation to have court supervision lifted over its treatment of mentally retarded citizens;
15. Helped publicize organizational meetings leading to the formation of the Maine State Alliance for the Mentally Ill;
16. Assisted Consumer Advisory Board in public soliciting of citizen volunteers to help mentally handicapped persons achieve normal community placements;
17. Helped publicize Developmental Disabilities Council essay/poster contest on theme: "Just Like Me: how disabled people are more like than different from non-disabled people";
18. Assisted with information on the Task Force on Mental Health Services to Elderly Persons;
19. Aided media coverage of Infant Mental Health Seminars;
20. Handled publicity on energy savings for Maine's mental health/mental retardation institutions;
21. Handled public and media awareness of the 5th Annual Volunteer Services Recognition Ceremony honoring statewide volunteers both community based and institutional;
22. Handled information on Maine becoming first state to develop a comprehensive program to assist mentally handicapped citizens who are also substance abusers;
23. Coordinated media coverage of special workshops dealing with crime and mental disorder and the value of hospital accreditation;
24. Coordinated statewide training workshop in developing vocational programs for psychiatrically disabled citizens;
25. Helped with media coverage of Pineland Center's 6th Annual 400-Mile Relay Race;
26. Helped with media coverage of Maine Conference on Prevention of Developmental Disabilities;

27. Handled media briefing on Pineland Center's future role;
28. Coordinated news coverage of new Bureau of Mental Health crisis services to help young mentally ill persons who are experiencing psychiatric crisis and are in danger of being re-hospitalized;
29. Helped publicize Patients' Rights Seminar.

During this period, the Information Office continued into its third year of publishing "Report", a special journal distributed statewide, designed to increase public knowledge and awareness of programs, activities, policies and other matters affecting the entire mental health-mental retardation system.

It carried out a comprehensive public service campaign on radio and television. An Award of Excellence from the New England Hospital Public Relations Association was presented to the department "in recognition of significant professional achievement in a health care audiovisual presentation, public relations project or publication category."

It also conducted a statewide awareness campaign embodying brochures, posters in both French and English and bumper stickers in both French and English on the dangers of drinking associated birth defects. The theme: "A Pregnant Woman Never Drinks Alone."

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine's Licensing Program in Mental Health Pamphlet
Governor's Mental Health Manpower Commission Status Report
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
ALL ARE FREE

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Administrative Services Division (MH&MR).

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

ANNE HAYES, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and to the Director of the Bureau in assessing present programs, planning future programs and in developing means to meet the needs of mentally retarded persons in Maine.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Committee holds monthly public meetings in various locations across the state. The major accomplishment of the Committee during FY 84 was the completion of statewide public hearings to gather information on the needs of young mentally retarded adults who are recent graduates of pubic schools. The data was utilized in securing additional funds specifically for the expansion of employment and day program opportunities to meet these unmet needs.

In addition, the Committee has presented supportive testimony before the Legislature regarding the budget of the Bureau and legislation affecting Maine's mentally retarded citizens.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: Community Drive, Augusta, Maine 04330
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October 1983, a bond offering was issued for $20,775,000 which helped a total of twenty-nine governmental units finance their capital projects. In May 1984, another bond offering was issued for $15,345,000 which helped a total of sixteen governmental units finance their capital projects. All issues were rated Aa by Moody's Investment Service, Inc. and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1984: The State accounting records for FY 84 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1984: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MUNICIPAL VALUATION APPEALS BOARD

RAYNOR I. CROSMAN, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 179 Mt. Vernon Ave., Augusta *Telephone:* 623-4158
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 30 M.R.S.A., Sect. 291

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: Originally established in 1969, the Municipal Valuation Appeals Board consists of five members appointed by the Governor, for three year terms. One member a former town assessor, one member a former city assessor, two members with prior experience in the appraisal of real estate and personal property, and one member "who shall represent the public." All former assessors and appraisers are required to have had a minimum of five years experience in their field.

PROGRAM: The Municipal Valuation Appeals Board received requests for hearings of the proposed 1984 State Valuation from ten municipalities during 1983. Four appeals were adjusted following revised studies made by the Property Tax Division and jointly agreed to by the Board. The proposed 1984 State Valuation was reduced in three municipalities following hearings before the Board. The proposed 1984 State Valuation of two municipalities was sustained following hearings before the Board. One town withdrew from a hearing.

There were no appeals from municipalities failing to achieve an assessment ratio of 70% required under Title 36 Section 327, sub-section 1 M.R.S.A.

The Board keeps abreast of all Legislation adopted by the Legislature of any changes which would effect the determination of the State Valuation of municipalities by the Property Tax Division.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	16,940	16,940				
Health Benefits	721	721				
Retirement	1,788	1,788				
Other Fringe Benefits	60	60				
Other Contractual Service	4,399	4,399				
Rents	2,750	2,750				
Commodities	171	171				
TOTAL EXPENDITURES	26,829	26,829				

NEW ENGLAND BOARD OF HIGHER EDUCATION

REPRESENTATIVE NEIL ROLDE
CHAIRMAN OF MAINE DELEGATION—
ROBERT E. BOOSE
Member of Maine Delegation—Commissioner, DECS

Headquarters Office: 45 Temple Place, Boston, Mass. 02111 *Telephone:* (617)357-9620
Established: 1955 *Sunset Review:* Not Established
Maine Delegation Liaison Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20 M.R.S.A., Sect. 2752
Average Count—All Positions: 25 *Legislative Count:* 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of resources among colleges and universities in New England. Basic funding comes from the region's six states and New England-based corporations. The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Council on Health Professions, research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region, and emphasis on the retraining of the New England workforce.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

NEW ENGLAND BOARD OF HIGHER EDUCATION

The Maine Delegation to the New England Board of Higher Education for FY 84 is as follows:
Representative Neil Rolde, York (Chairman of the Maine Delegation)
Representative Nathaniel J. Crowley, Jr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Robert E. Boose, Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Senator Kenneth Hayes
Rosalyne Bernstein, Portland
Senator Nancy Randall Clark, Freeport

PUBLICATIONS:
Facts about New England Colleges
A compilation of up-to-date commonly used statistics (Free)
Connection
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community (Free)
New England Regional Student Program Enrollment Report (Free)
New England Residence and Migration Report 1975-1976 (Free)
New England Regional Student Program Offerings (Undergraduate) (Free)
New England Regional Student Program Offerings (Graduate) (Free)
New England Higher Education and the Economy:
Commission Prospectus ($2.00)
Issues Reports ($1.00)
Preliminary Report, A Threat to Excellence ($3.00)
Business and Academia, Hoy and Bernstein ($12.00)
New England's Vital Resource: The Labor Force, Hoy and Bernstein ($12.00)
Financing Higher Education: The Public Investment (19.95)

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DAVID W. BUSTIN, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631
Average Count—All Positions: 35 *Legislative Count:* 35
Organization Units:
Merit System Division
Administrative Division
Employee Relations Division (See also Governor's Office of Employee Relations unit reported under the Executive Department).

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. The Commissioner serves at the pleasure of the Governor or until a successor has been appointed and qualified.

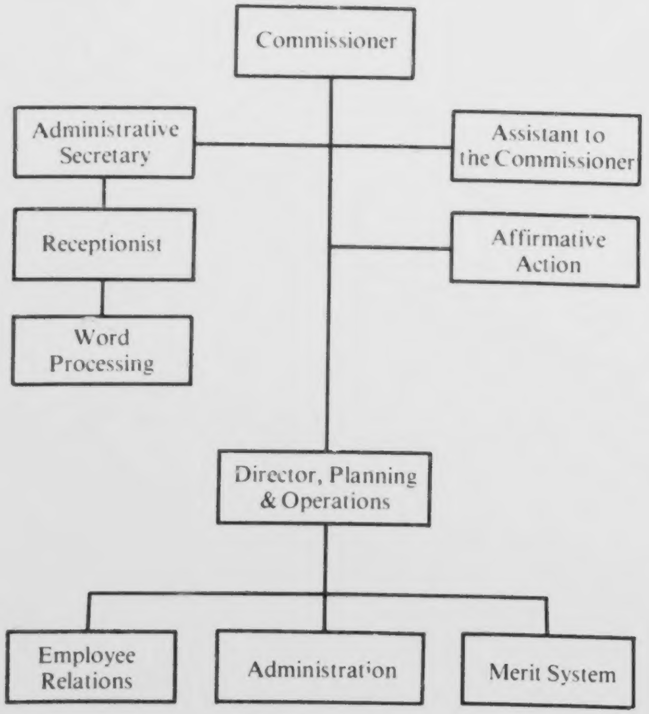
In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

All functions are accomplished through the following divisions:

The Administrative Division is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

The Merit System Division is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60


Commissioner
Administrative Secretary
Assistant to the Commissioner
Receptionist
Affirmative Action
Word Processing
Director, Planning & Operations
Employee Relations
Administration
Merit System

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
(OFFICE OF) COMMISSIONER OF PERSONNEL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	611,111	611,111				
Health Benefits	28,240	28,240				
Retirement	113,915	113,915				
Other Fringe Benefits	2,991	2,991				
Computer Services—State	56,184	56,184				
Other Contractual Service	214,429	214,429				
Rents	4,277	4,277				
Commodities	12,695	12,695				
Equipment	19,383	19,383				
TOTAL EXPENDITURES	1,063,225	1,063,225				

automated), collective bargaining advice and support, and review of legislation.

The Employee Relations Division is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

PROGRAM: FY 1984 marks the 47th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. The purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented, referenced to job analysis findings, and meets service needs.
5. Continue to explore and implement effective use of electronic data processing and streamlined processes.
6. Continue to improve communication with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity, affirmative action and employment of the handicapped in the public service.
9. Continue and expand cooperative personnel functions and improvements with line agencies.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The **Merit System Division** the **Administrative Division** and the **Affirmative Action Coordinator** monitored the automated applicant tracking program implemented in 1983 to refine processing procedures and to identify and correct any system difficulties. This system provides the capability to track applicants by minority status, veterans status, sex, age or handicap as they progress through the application and examination processes required for placement on class registeres. Although this confidential data is provided voluntarily, the high percentage of returns enables the department to make projections for the total applicant group.

Using the tracking system, the department can determine the point in the screening and testing processes where a particular applicant group may be having difficulty or appears to be adversely affected, so that any needed corrective action can be taken. The tracking system also assists the department with scheduling applicants for testing, and with maintaining a large number of records accurately and with minimal processing time.

Approximately 20,000 applications for employment were processed through the system during this reporting period.

Both divisions continued their efforts to meet the recommendations and objectives set forth in the joint report of the Governor's Management Task Force and the Department of Personnel;

1. In October 1983, work began on a comprehensive classification project. The three phases of the project are to update class specifications for the State's 1,200 classifications covering 14,000 positions, check for proper classification of each position according to the new specifications, and check each classification for proper pay grade assignment. A manual has been developed which prescribes standard format and language to be used to describe each classification and line agency personnel have been trained in its use. Up-to-

date job information has been collected from a sample of employees in each classification. Phase I of the project is nearing completion, as over 900 specifications have been rewritten. Once the specification phase has been completed, redundant classifications will be combined and work will begin on the remaining two phases.

2. The standards for the employment process for the State's 4,000 Direct Hire positions have been revised and a draft of these revisions has been provided to line agencies for their review and input. Direct Hire positions are classified positions for which examination, recruitment and selection functions are performed by an agency under procedures approved and monitored by the Department of Personnel. The standards require uniform procedures for recruitment and public announcement and applicant screening, testing and evaluation. The standards also prescribe uniform reporting and record keeping procedures, and encourage the use of the Maine Job Service.

3. The management of employment registers for certain hard-to-fill occupations has been partially decentralized to selected line agencies. Agency staff may now contact applicants certified to vacancies to determine their continued interest/availability, and replace those who are no longer interested or available with new names before the certification list is forwarded to the interviewing supervisor. This greatly reduces the time required to fill these vacancies and improves the efficiency and effectiveness of the interview process.

4. During the reporting period, the Certification Section processed 2,214 agency requisitions to fill vacancies in the competitive division of the classified service. Staff of the section maintained an average turnaround of two to three days for requisitions which involved an established class register. Approximately 10,259 candidates (about one fourth of the total number on all class registers) were referred in response to these requisitions. 1,068 appointments were made from these certifications as follows: 902 or 56% of these appointments were reinstatements from layoff, or transfers, promotions or demotions of State employees; 30 or 2% were reemployments of former State employees; and 676 or 42% were original (open competitive) appointments.

5. With technical assistance provided by the Bureau of Central Computer Services, the department has nearly completed the changeover to its newly purchased software package for Personnel Management and Administration. When fully implemented, the new system will increase the State's ability to provide an effective and efficient personnel system by simplifying record keeping and by maintaining a broad data base which can be accessed for processing personnel actions and for generating the special, detailed reports important to a modern personnel system.

6. Using procedures developed under the State Affirmative Action Program, and with the cooperation of the Cabinet and agency heads, State agencies have increased their use of the expanded certification process in order to take positive action to correct situations where females, minority and handicapped workers are and have been underrepresented in the State's work force. During 1984, 774 opportunities for employment were made available to females, minority and handicapped persons by this process. By comparison, the use of expanded certifications increased from 5.4% in 1983 to 44% at the time of this report. By the end of 1985, the use of expanded certifications is projected to be 70%.

The expanded certification process provides that a referral list can be expanded to include members of protected classes, provided the requesting agency demonstrates an underrepresentation through a utilization analysis of its workforce, and provided persons from the protected classes requested are not on the normal referral list. In cases where agency utilization studies are out of date, the State Affirmative Action Coordinator has encouraged (and will assist) these agencies to obtain current statistics to provide the basis needed by the Department of Personnel to approve an expanded certification request.

Using 1980 census data for Maine's labor force and the programming capability of the State of New York, the State Affirmative Action Coordinator developed employment statistics on the percentages of handicapped workers in the civilian labor pool by federal EEO category (e.g., professionals, skilled craft, etc.) This is the first time statistics of this kind have been available, and these statistics have been provided to agencies so that they can prepare a workforce utilization analysis of this traditionally underrepresented area. The 1980 census was also used to generate data on the numbers of Vietnam-era veterans in the civilian workforce.

The **Governor's Office of Employee Relations** continued functioning as a division of the

Department of Personnel. During FY 84, negotiations were concluded with the Institutional Services Unit represented by Council #74, AFSCME and the Administrators Unit in the State's Vocational Schools. The State and the MSEA, which represents five bargaining units, completed fact-finding proceedings, and the Interest Arbitration process was used for the first time. Arbitration hearings began in March 1984 and concluded in June 1984. The resulting Arbitration Award provided the basis for the settlement which was reached with the five MSEA units in August 1984.

Also, during the reporting period, the State was involved in the first decertification election when the MSEA and the Teamsters sought to represent the employees in the Institutional Services Unit historically represented by Council #74, AFSCME. The decertification election was held and Council #74, AFSCME received the number of votes necessary to continue to represent employees in the Institutional Services Unit.

The division also carried out its normal role in administering contractual agreements, providing assistance to line agencies in labor relations activities and representing the State in grievance and arbitration proceedings, and proceedings before the Maine Labor Relations Board and the Court.

During the year, the **Training Unit** provided training to 1,133 participants, most of them supervisors. Courses covered core supervisory skills, labor relations, clerical skills, personnel policies and other subjects relevant to State employment. In addition, the unit offered special training and consultation on demand. Training was provided by a four-member staff with a 20-member volunteer training cadre drawn from line agencies and managed by the staff.

During its first year of operation, the **Worker's Compensation Unit,** under requirement and authority of Executive Order, met its central case management responsibilities by coordinating the work of line agencies, a contracted adjustment service firm, the Department of Personnel and the Attorney General's Office. Through its central case management and liaison activities, the unit ensured that industrial accident claims against the State were processed expeditiously under standardized procedures.

During this reporting period, unit staff participated in several training sessions involving industrial accident issues and used this training to conduct statewide workshops and seminars on the techniques of accident investigation, claism processing procedures, the requirements of the revised workers' compensation statute, and supervisory responsibility for accident prevention and investigations.

A Maine State Safety Committee was established to develop and promote safety, safety training and accident prevention programs within the State service. A State Health and Safety Policy was jointly prepared and released by the Committee and the Commissioner of Personnel. The Committee meets every two weeks to plan and provide direction to State agencies with respect to policy objectives.

Special efforts initiated by the unit during this reporting period include the development of an on-site safety inspection program and improved monitoring of employees who lose work time due to work related injury or illness. The unit places a high priority on working with line agencies to identify or develop jobs suitable to the limitations of injured employees to enable their safe return to productive State employment.

PUBLICATIONS: The following publications are obtained through the Department of Personnel unless otherwise noted:

State of Maine Personnel Rules (also available through Central Warehouse, Bureau of Purchases, Code #F139-A) ($2.37 each).
Instructional Pamphlet for Oral Examination Candidates (Free)
Informational Pamphlet on Veterans Preference in Maine State Service (Free)
A Listing of Classes Continously Open to Application (Free)
Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)
Salary Schedules (With Alphabetical Listing of Classes and Ranges) Available through Central Warehouse, Bureau of Purchases, Order #F139) ($6.17 each).
State of Maine Application for Employment. (Application forms are also available from branch offices of the Maine Job Service). (Free)
Affirmative Action Manual. (Prepared by the State Affirmative Action Task Force, and available through Central Warehouse, Bureau of Purchases, Order #F135). ($2.13 each)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) COMMISSIONER OF PERSONNEL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	611,111	611,111				
Health Benefits	28,240	28,240				
Retirement	113,915	113,915				
Other Fringe Benefits	2,991	2,991				
Computer Services—State	56,184	56,184				
Other Contractual Service	214,429	214,429				
Rents	4,277	4,277				
Commodities	12,695	12,695				
Equipment	19,383	19,383				
TOTAL EXPENDITURES	1,063,225	1,063,225				

EMPLOYEE SUGGESTION SYSTEM BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Suggestions System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: The Board consists of the Commissioners of Personnel and Finance and Administration, ex officio, and one other Commissioner appointed by the Governor. The Commissioner of Business, Occupational and Professional Regulation has been appointed as the third member.

PROGRAM: During FY '84, the Suggestion System Board adopted and issued guidelines for the Employee Suggestion Award Program and appointed a staff employee of the Department of Personnel to administer the award program on a day-to-day basis.

As specified by the guidelines, each major department appointed a staff person to promote the suggestion program to its employees and to work with the System Administrator to establish committees with the expertise needed to prepare evaluation reports for the Board's use.

Cash awards are provided for suggestions which are implemented, and which will mean a measurable cost savings to the State. The amount of a cash award depends on the amount of savings to be realized (10% of the savings estimated for the first year, up to a maximum award of $2,000).

Twenty-nine suggestions had been received at the time this report was written, and the Board is looking forward to more ideas and suggestions during the next reporting period.

FINANCES, FISCAL YEAR 1984: This unit had no financial activity during this reporting period.

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1937 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Except where addressed through a governing bargaining agreement, the State Personnel Board hears and resolves appeals concerning the application of the State's classification and pay allocation systems and concerning disputes between permanent employees and their agencies. The Board serves as a general advisory board to the Commissioner.

ORGANIZATION: The Board consists of five members of the public, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Governor as chairman. Each appointment is for a term of four years and until a successor has been appointed and qualified.

PROGRAM: The State Personnel Board met three times during FY '84.

The Board heard and decided two appeals of classification under authority of Section 593 of the Personnel Law, and continued to review general program and legislative developments concerning the policies and administration of the State Personnel System.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the (Office of) Commissioner of Personnel.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $1,720 in FY 84 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

POLICY REVIEW BOARD (Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: November, 1983

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 467; *Citation:* 20-A M.R.S.A., Sect. 7503

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

A. Making policy recommendations to the superintendent and the commissioner;
B. Reviewing policy development by the superintendent and commissioner;
C. Reviewing the implementation of policy;
D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: Policy Review Board. The Governor shall appoint a 7-member Policy Review Board.

A. The term of office shall be 3 years.
B. The initial appointments shall be as follows:
  (1) Three members for 3 years;
  (2) Two members for 2 years; and
  (3) Two members for one year.
C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
D. No member of the Legislature may serve on the board.
E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
  (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
  (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
  (3) Representatives of handicap advocacy groups;
  (4) School administrative unit administrators or special education directors;
  (5) Members of the deaf and hearing impaired community; and
  (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. Following its first organizational meeting on December 19, 1983, the board prepared a letter for parents, students, alumni, faculty, staff and friends of the Governor Baxter School for the Deaf. The purpose of the letter was to announce the board's existence, purpose, and to invite interest groups to a schedule of open meetings designed for input and information. On February 14, 1984, a meeting was held to hear from parents and staff. The April 10, 1984 meeting was set aside for students and alumni. (Detailed minutes are available as part of the board's Annual Report.) At each meeting, an executive session was held involving only the board and the administration. In these sessions, confidential matters were discussed. In addition, board members conducted exit interviews involving eight staff members who left the school during the year.

FINANCES, FISCAL YEAR 1984: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

MAINE POTATO QUALITY CONTROL BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 769-2711
Mail Address: 744 Main St., Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes to be packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule to cover necessary expenses of the board.

ORGANIZATION: The Maine Potato Quality Control Board was created in 1981. The board consists of nine members, of whom one is elected by the Maine Potato Commission; one elected by the Maine Potato Sales Association; one a representative of the department, one appointed by the Governor to represent consumers, and five elected by the Maine Potato Council, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection Program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at .12 cents/cwt for track inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt.

Program participation increased dramatically from that of previous years. The total percentage of tablestock potatoes shipped and meeting the requirements of the Maine Bag Standards amounted to 38% by cwt.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO QUALITY CONTROL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	30,000	30,000				
TOTAL EXPENDITURES	30,000	30,000				

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 553 *Legislative Count:* 508

Organizational Units:

- Bureau of State Police
- Office of the State Fire Marshal
- Capitol Security Police
- Bureau of Liquor Enforcement
- Maine Criminal Justice Academy
- Board of Trustees Criminal Justice Academy
- Bureau of Safety

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

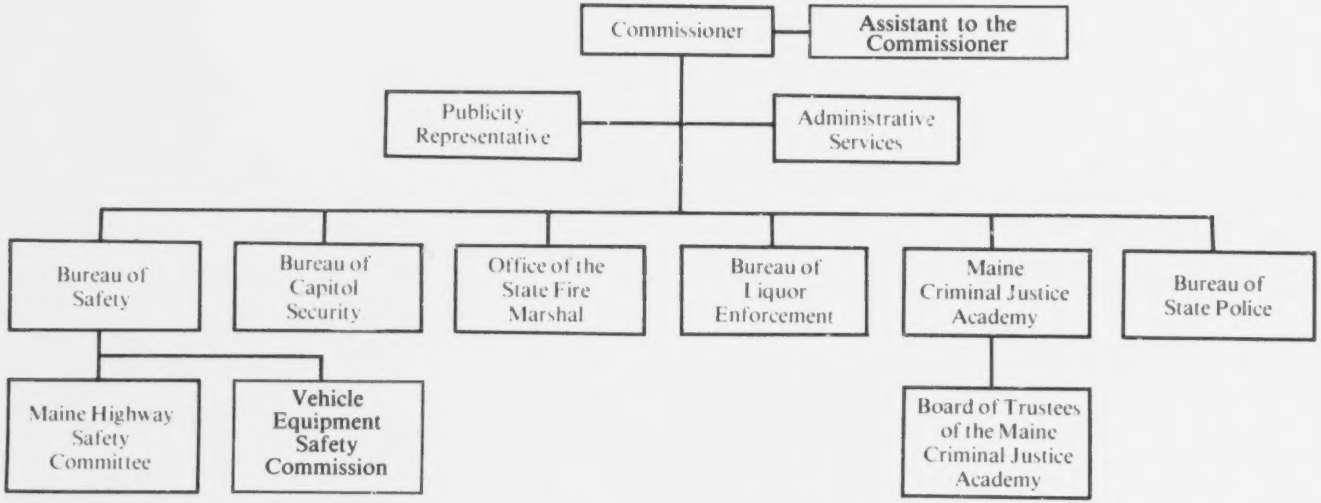
In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

PROGRAM: Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 84 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below:

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16


Commissioner
Assistant to the Commissioner
Publicity Representative
Administrative Services
Bureau of Safety
Bureau of Capitol Security
Office of the State Fire Marshal
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Bureau of State Police
Maine Highway Safety Committee
Vehicle Equipment Safety Commission
Board of Trustees of the Maine Criminal Justice Academy

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,537,056	4,679,742	620,600	5,112,336	124,378	
Health Benefits	580,626	54,933	33,330	486,166	6,197	
Retirement	3,25[illegible]01	626,057	113,172	2,501,206	15,666	
Other Fringe Benefits	130,989	11,462	7,335	111,608	584	
Computer Services—State	103,672		2,172	98,108	3,392	
Other Contractual Service	2,996,680	522,159	181,749	2,018,406	274,366	
Rents	152,353	312	17,965	134,054	22	
Commodities	493,048	54,157	35,797	355,531	47,563	
Grants—Subsidies—Pensions	978,542	79,610	1,117	869,361	28,454	
Equipment	1,033,197	23,275	40,526	964,228	5,168	
Transfers to Other Funds	222,791		10,800	208,006	3,985	
TOTAL EXPENDITURES	20,485,055	6,051,707	1,064,563	12,859,010	509,775	

Fiscal year 1984 continued the departmental responsibility accounting system in which the responsibility center managers were held accountable for the expenses they incurred in the operation of their respective units. Greater management involvement and financial accountability was achieved in budget planning and the periodic review of operational accomplishments through the comparison of actual performance to budget forecasts. In order to assist in this endeavor, the Department continued to utilize a computerized on-line system to record financial transactions on a timely basis and to provide expense and budget reports to unit managers.

During fiscal year 1984, this office nearly completed the development of the computerized fixed asset file to replace manual records and to account for all fixed assets by responsibility center. All that remains to be converted to the computerized fixed asset file is the Bureau of State Police capital equipment. In addition, the Finance Office completed the successful computerization of civilian time and leave for the Department.

For fiscal year 1985, this office will place greater emphasis on budget planning at all levels of the Department in order to achieve full financial management and control. Efforts also will continue toward computerizing the fixed assets of the Bureau of State Police during FY 85 in order to place greater emphasis on management accountability at the Divison and Troop level for capital equipment control and to provide a more effective means to conduct annual physical inventories of fixed assets.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 524 employees in the Department who comprise 75 different authorized classifications.

During fiscal year 1984, the Personnel Office continued its efforts toward the revision of State Police promotional examinations. In addition, the reorganization of the State Fire Marshal's Office was completed along with proposed title revisions and range upgrades for certain of the Bureau of Liquor Enforcement's Law Enforcement personnel.

The new procedures for Job Analysis/Evaluation were implemented in FY 84. As a result, the majority of Departmental job descriptions were updated with respect to task statements and performance standards. In addition, the Personnel Office began the coordination of a job analysis effort for the State Police in conjunction with the Bureau's implementation of a "Policing By Objectives" program.

Other major accomplishments for FY 84 were: 16 promotions; 41 new hires; 41 separations; 34 job analyses for new positions and reclassification/range changes; 121 out-of-state travel requests processed; 877 applicant inquiries answered; 245 performance appraisals; 30 grievances and arbitration cases (excluding State Police uniform positions); 54 training requests; and, 30 acting capacity requests.

In FY 84, the Personnel Office completed the drafting of Policies and Procedures outlining the responsibilities of the Office. These currently are in draft form awaiting final revision and approval. Promotional examinations for all Law Enforcement classifications under the Bureau of State Police will be finalized and conducted. The Department will continue to revise its efforts in the hiring of women and minorities for the classification of State Police Trooper and announce the classification and process applications through each examination phase to commence a State Policy Academy in September, 1984.

Audit: This Office is responsible for the external audit of all National Highway Traffic Safety Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget circulars A-102 and A-87; and, the internal audit of the Bureau of Safety Planning and Administration function in compliance with Attachment P to Office of Management and Budget circular A-102.

This office was formed as part of the transfer of the Bureau of Safety from the Department of Transportation under Executive Order 6 FY 80/81 to include responsibility for conducting audits of National Highway Traffic Safety Administration projects and highway safety program operations and financial compliance in the State of Maine. In FY 84, this office concluded the hiring of a permanent Highway Safety Auditor which has brought about the expected consistency in the audit responsibility.

During FY 84, this office concluded the audit of the Highway Safety Programs for the period January 1, 1981 to June 30, 1982 using the services of a public accounting firm. Their audit report, in addition to other recommendations, noted that the external audit of project grants should be brought up to date as soon as possible. As a result, the Audit Section plans to hire a contractual auditor in FY 85 with the goal being to bring the 144 pending project audits up to date within 1 year of June 30, 1984.

Printing Office: This office provides a full range of in-house printing and graphic arts to Departmental Bureaus and Divisions at the least cost possible.

During fiscal year 1984, this office achieved the following operational accomplishments: 3,028,861 impressions; 762,850 copies collated; 467,230 copies stapled; 621,555 copies padded; 339,620 copies bound; 804,955 copies drilled; 236,783 copies folded; 1,193,640 copies cut; and, 404 layout/design/typesetting hours. The above production results were accomplished at an average per impression cost of $.011.

For fiscal year 1984, this office will continue to maintain the lowest possible cost per impression by evaluating printing equipment, procedures and methods in the interest of cost-effectiveness. In particular, this office will evaluate alternative equipment purchases in order to increase operational efficiency in view of the growth rate in Departmental needs.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	215,077	84,111		130,966		
Health Benefits	9,573	2,339		7,234		
Retirement	62,741	17,884		44,857		
Other Fringe Benefits	2,098	364		1,734		
Other Contractual Service	70,386	12,446		57,940		
Commodities	5,994	75		5,919		
Equipment	51,992	7,591		44,401		
Transfers to Other Funds	544			544		
TOTAL EXPENDITURES	418,405	124,810		293,595		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A

Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During fiscal year 1984, the Bureau processed over 2,200 complaints, handled 3 major demonstrations, dealt with 1 bomb threat, investigated 31 automobile accidents, and issued over 9,000 parking tickets, which generated over $6,000 to the State's General Fund. The major objective of the Bureau for fiscal year 1985 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex.

LICENSES, PERMITS, ETC.:

Capitol Area Activity Permit.
And as specified in individual reports

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	177,825	177,825				
Health Benefits	11,011	11,011				
Retirement	27,759	27,759				
Other Fringe Benefits	3,197	3,197				
Other Contractual Service	14,150	14,150				
Commodities	4,394	4,394				
Grants—Subsidies—Pensions	429	429				
Equipment	6,847	6,847				
TOTAL EXPENDITURES	245,612	245,612				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 15 *Legislative Count:* 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and correction personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 84 the Trustees certified 56 Law Enforcement Officers, 99 Correction Officers and 402 Reserve Officers. They also waived 10 law enforcement training requirements. The "Board" certified 2 Training Coordinator certificates and issued 10 Instructor Certificates. They recognized 11 Chiefs and Sheriffs who met the required experience, training, and education for Executive Certification. The Academy sponsored 102 specialized and refresher in-service courses that were conducted to approximately 2,566 law enforcement and correction officers. Also during FY 84 outside agencies utilized the Academy's facilities with 2,637 persons in attendance.

LICENSES, PERMITS, ETC.:

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

PUBLICATIONS:

Administrative Provisions Manual
Reserve Officer Training Manual
Newsletter
Catalog

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	264,997	254,783	9,976		238	
Health Benefits	14,530	14,530				
Retirement	42,496	40,883	1,613			
Other Fringe Benefits	1,372	1,323	49			
Other Contractual Service	219,965	117,437	80,562		21,996	
Rents	237	237				
Commodities	67,105	40,020	26,166		919	
Grants—Subsidies—Pensions	54,454	55,904			—1,450	
Equipment	2,038	4,464	—2,426			
Transfers to Other Funds	1,428		1,205		223	
TOTAL EXPENDITURES	668,622	529,581	117,145		21,896	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

FRANCIS J. WOODHEAD, CHAIRMAN

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: 1969 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification
Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
RONALD I. EVANS, Asst. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2481
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396
Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides 14 full time investigators, four transferred from the State Police. The trooper detectives are teamed with experienced fire investigators.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes. The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis conducting inspections of various types of occupancies and are responsible for fire investigations within their district.

The reorganization and redistribution of functions in the Fire Marshal's Office was nearly completed with two additional Inspectors employed by down grading one Investigator slot and filling one vacancy. The responsibilities of the inspection section has been slowly enlarged beyond their initial responsibilities for patient care facilities to now include areas of general inspection such as hotels, motels, theaters, explosives and fireworks. The Investigators still conduct those inspections which are complicated and sensitive. Two positions of field supervisors will be filled during the next year to provide the investigative field force with supervision and assistance.

PROGRAM: During the second regular session of the 111th Legislature, the Fire Marshal's Office supported legislation introduced by others which directly or indirectly focused on public safety issues.

PUBLIC SAFETY

The Fire Marshal's Office, working with the Criminal Justice Academy, continued its training program involving the team approach to fire investigation. The teams were comprised of two members from a municipality, one representing fire service, the other law enforcement. There are now, actively working in the state, a number of these trained teams responding to fire investigations in their communities. The Fire Marshal's Office continues to provide them with assistance and backup when requested.

During the last ten years, the amusement industry has developed an increasing number of rides and amusement devices which were inadequately regulated. A new set of safety rules for Amusement Rides and Midways was designed and became part of the new regulations enforced by the Fire Marshal's Office.

Fire safety technology has introduced a new concept in fire protection in its development of the fast acting sprinkler head and the Life Safety Sprinkler System. The Fire Marshal's Office is undertaking a program to promote this new system, encourage its broader use and develop regulations for its installation. Its quick response extinguishes a fire while still small, and with a minimum amount of water. It costs significantly less than standard sprinkler systems.

Because of recent legislation, the fire protection specialist in the plans review office developed a new fee schedule for the examination, and permitting/approval of construction projects.

In Maine, twenty-nine people died in fires in 1983. This number is the lowest death toll since records have been kept by the Fire Marshal's Office.

LICENSES, PERMITS, ETC.:

License:

- Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
    - Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:

- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).
Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).
1981 Edition of Life Safety Code (No Fee).

1980 NFPA #211 Standards for Chimneys, Fire Places, Vents, and Solid Fuel Burning Appliances ($6.00 per copy)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	507,647		507,647			
Health Benefits	27,216		27,216			
Retirement	95,597		95,597			
Other Fringe Benefits	6,790		6,790			
Computer Services—State	2,172		2,172			
Other Contractual Service	80,195		78,482		1,713	
Rents	14,422		14,422			
Commodities	9,562		9,562			
Grants—Subsidies—Pensions	1,117		1,117			
Equipment	41,147		41,147			
Transfers to Other Funds	7,025		7,010		15	
TOTAL EXPENDITURES	792,890		791,162		1,728	

MAINE HIGHWAY SAFETY COMMITTEE

ARTHUR A. STILPHEN, ACTING CHAIRMAN
ALBERT L. GODFREY, SR., Governor's Highway Safety Representative

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Public Information and Education, Local Safety Efforts, and Driver and Traffic Safety Education, Alcohol Control, Legislative, which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 85, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $500 in FY 84 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE
ROBERT E. WAGNER, JR., Director

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2297
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223;*Citation:* 25 M.R.S.A. Sect. 1541
Average Count-All Positions: 11 *Legislative Count:* 11

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. This section also has the responsibility for the timely and appropriate dissemination of this data to criminal justice agencies and others upon proper request for the data.

In October 1981 a fee system was set up for the first time for the release of criminal history record information (CHRI) to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1983 the fee system collected $7,422.00 that was turned over to the Financial Division.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information. Inquiries for criminal history information in this Division have risen from 24,443 in 1978 to 47,139 in 1983. The work is being accomplished with the same number of staff.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. Training is provided when necessary to agencies in the proper submission of prints and records in all subjects related to the storage and use of criminal history record information. The Maine Freedom of Access Law (1 MRSA §401) vs. the Maine Criminal History Record Information (Privacy and Security) Law continues to be a problem for some agencies necessitating an ongoing training program.

Specific activities in the Identification Division for 1983 include 4,655 fingerprint cards received; 2,379 fingerprint cards classified and searched; 3,713 final disposition or additional records received; 3,139 out-of-state records received and processed; 47,139 inquiries checked and responded to; 19,052 Court Abstracts received and filed; and 12,389 preparations of mail were made.

National laws and plans are expected to have a large impact on the activities of SBI in the future. The so called (III) Interstate Identification Index, a nationwide system for exchanging criminal history information, is already in the testing stages.

The concept of the Interstate Identification Index (III) is a decentralized criminal history system containing personal descriptors and state and federal identification numbers, which serves as a "pointer" for directing inquiries to the state in which an offender's record is held. There would be no duplication of records at the national level, and states would retain reasonable control over the dissemination of their records. Inquiries would be handled by the states operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would make SBI the focal point of all incoming and outgoing CHRI in the State of Maine eventually.

In 1976, State Police Criminal Investigative Records were assigned as a unit of SBI.

This unit of SBI is the central repository of the investigative records of the State Police.

Starting with the assigned identification numbers of the case on the original complaint they are processed to a conclusion and finally microfilmed. Microfilmed records are available for recall and can be recalled in original form on copies from the microfilm.

An investigative reference file has been developed in this Unit containing the complainant, respondent, victim, injured or deceased along with the names appearing in the cases. Presently this file is being automated. Proper utilization of this investigative resource should result in valuable information becoming available.

This section deals with confidential investigative records. Every effort is made to cooperate with persons or agencies with vested interests in information on file as permitted by Departmental policy. Principal inquiries are from insurance companies verifying claims, as indicated by statistics attached to this report.

All non-criminal justice agencies are charged a five dollar fee to cover administrative and clerical costs when they request verifications from the investigative files. Fees collected during 1983 amounted to $1,363.00 and were turned over to the Department's Finance Office.

The activity in the State Police Investigative Records Unit in 1983 consisted of the following:

Criminal Cases:	
Received	7,297
Filed	7,297
Criminal Continuations:	
Received	3,917
Filed	3,917
Civil Cases:	
Received	214
Filed	214
Civil Continuations:	
Received	125
Filed	125
Cards:	
Typed	16,351
Filed	16,351
1978 Cases Microfilmed	1,339
1979 Cases Microfilmed	2,335
1981 Cases Microfilmes	987

Purged and microfilmed 11,700 cards from the Name Card File for 1979.

Troop	Investigative Cases Received	Continuations Received	Civil Cases Received	Civil Continuations Received
A	694	615	56	33
B	682	458	12	12
C	1,309	417	16	7
D	846	339	12	7
E	1,032	351	39	13
F	1,131	757	24	30
G	280	100	27	7
J	671	142	23	14
S/CID	284	307	4	2
C/CID	265	336	1	—
N/CID	101	94	—	—
Traffic	2	1		
	7,297	3,917	214	125

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1543 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part I and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data; assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date on a comparison by month and year basis, are mailed out to each contributor automatically. All UCR data is submitted to the FBI in Washington.

In 1983 a publication entitled "Crime in Maine" was printed and released. This annual publication was for the period January-December 1982. A brief bulletin with data covering the period from January-June 1983 was generated and forwarded to all contributors and related criminal justice agencies.

In 1983, the Judiciary Committee of the Maine Legislature requested the Department to conduct a special study to determine the incidents and number of Incest, Gross Sexual Misconduct and Child Abuse crimes that are reported to law enforcement.

This task was assigned to and carried out by the Uniform Crime Reporting Unit.

Based on actual case report data and questionnaire response, a Special Study publication was compiled and printed. Five hundred copies were distributed to the Governor, legislators, and law enforcement administrators and other selected persons and agencies.

Activities of the UCR Unit, in addition to the otherwise routine function of crime data collection and reporting, include the constant training of contributor personnel (more than 3,000 trained to date) in records systems and Uniform Crime Reporting rules and procedures. Constant consultation and visitations with UCR contributors, as well as providing technical assistance upon request, reflect a significant portion of the Unit's activity.

PUBLICATIONS:

Crime in Maine 1983

Limited copies of this publication are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

In 1983 Special Crime Study—Incest, Gross Sexual Misconduct, Child Abuse—Out-of-print—Information available—UCR Division Telephone 289-2025—Department of Public Safety, 36 Hospital Street, Augusta, Maine.

LICENSES, PERMITS, ETC.:

Beano and Games of Chance: The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 805 Beano and Games of Chance organizations statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for fiscal year 1983-84 included, but were not limited to:

3,212 Administrative hours
43 Court hours
410 investigations (Complaints) for a total of 557 hours
161 Premise Inspections for a total of 297 hours
94 Special Workshops or audits for a total of 224 hours
51 New application investigations for a total of 112 hours
22 Speaking Assignments for a total of 92 hours

The above resulted in 441 warnings and 12 arrests.

Summary of licensing activities for 1983-84

Beano and Bingo:

1. Total Beano organizations licensed—419
2. Total number of Beano licenses issued—4,021
3. Total revenue received by State of Maine from license fees—$45,424.
4. Total operating expenses for 1983-84 year—$10,337.42
5. Surplus from Beano license fees for 1983-84 year—$35,086.58.

Games of Chance:

1. Total Games of Chance organizations licensed—401
2. Total number of Games of Chance licenses issued—6,475
3. Distributors licensed—12
4. Total revenue received by State of Maine from Games of Chance license fees—$135,973.
5. Total operating expenses for 1983-84 year—$134,295.12.
6. Surplus from Games of Chance licenses for 1983-84 year—$1,677.88
7. Combined surplus from Beano and Games of Chance license fees to State of Maine General Fund Account for 1983-84—$36,764.46.

Private Investigator, Security Guards and Weapon Licensing:

During the fiscal year 1983-84, the State Police issued 585 licenses. A total of $26,305.18

was received from application fees. Unit expenses totaled $21,028.41 leaving a balance for the State General Fund of $5276.77.

Firearm Permits:
353 Non-Resident Permits
21 Reapplication Permits
5 Ex-Felon Permits

Private Investigators:
31 ID cards
18 PS New
45 PS Renew
4 API
17 PI New
91 PI Renew

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $246,379 in FY 1984 and are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcment officer II with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 992 written warnings during FY 84 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 84 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 3,338 licensee premise inspections; and a total of 10,963 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,651 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 84 a total of 384 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $83,625 with 2,907 license suspension days. As a result of criminal citations in Maine Courts, $38,640 was paid in fines thus total fines amounted to $122,285 for FY 84.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 83 the number of agency stores in the State of Maine rose to 62. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time still 62 agency stores.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	455,704	455,704				
Health Benefits	24,619	24,619				
Retirement	86,521	86,521				
Other Fringe Benefits	6,274	6,274				
Other Contractual Service	43,412	43,412				
Rents	75	75				
Commodities	9,478	9,478				
Grants—Subsidies—Pensions	11,287	11,287				
Equipment	4,373	4,373				
TOTAL EXPENDITURES	641,743	641,743				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: December 13, 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop, and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and during an organizational change to provide more effective and efficient government was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end the Bureau is involved in a working relationship with other State agencies, County, and Municipal agencies. Activities in this area include but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. These activities involved the Bureau as relates to providing financial and technical assistance in these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	178,450			83,930	94,520	
Health Benefits	8,915			3,113	5,802	
Retirement	27,767			12,939	14,828	
Other Fringe Benefits	836			378	458	
Other Contractual Service	442,268	320,152		61,037	61,079	
Rents	86		64		22	
Commodities	57,725			12,112	45,613	
Grants—Subsidies—Pensions	29,904				29,904	
Equipment	6,186			6,186		
Transfers to Other Funds	978			454	524	
TOTAL EXPENDITURES	753,115	320,152		180,213	252,750	

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. JOHN W. CLARK, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 468 *Legislative Count:* 451

Organizational Units: Field Divisions
Office of Planning and Research
Personnel and Training
Crime Laboratory
Support Services
Radio Repair
Public Information Office
Traffic Division
Criminal Division
Organized Crime Unit
Data Processing
Communications

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,896 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into three field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Support Services; directed by a Captain, was re-organized during 1984 to comprise the following; Communications/Fleet Services, Planning and Research, Supply, Management Information Systems, Training/Special Services, Traffic and Safety Division.

Communications/Fleet Services, commanded by a Lieutenant, is assigned the responsibility for maintenance and operation of all DPS police radio and teletype equipment. In addition it provides specifications for purchasing and maintenance of all DPS automotive and specialized equipment. This division consists of Communications, Radio Repair and Auto Maintenance units.

Communications. The Maine State Police Communications Division, located at State Police Headquarters in Augusta, functions as a support service on a twenty-four (24) hour basis. Its primary responsibilities include, but are not limited to: act as a receiving point for complaints from the public on traffic accidents and reported crimes and provide information to the public as well as various permits; to record pertinent data of and make assignments to investigate these complaints and motor vehicle accidents; to relay police type information to the police community through general broadcasts over the police radio system; to act as the State Control Terminal through a computer interface with the National Crime Information Center (NCIC) in Washington, D.C.; to ensure proper, accurate, timely and complete records into NCIC, and to conduct periodic validations of all records entered by the police agencies in Maine; to act as the State Control Terminal through a computer interface with the National Law Enforcement Telecommunications Systems (NLETS) for the transmission of messages between states; to operate and maintain a computerized message switch for the transmission of police type messages throughout the state and nation; to provide general information and direction to the public upon request; to act as the State Warning Point for the National Warning System; and to seek information for and assist all units on the radio system in any way possible, so they might be more effective in accomplishing their tasks. In addition to providing radio dispatch for the Department of Public Safety, the Communications Division dispatches for the Department of Inland Fisheries and Wildlife, the Department of Marine Resources, the

Department of Mental Health and Corrections, the Attorney General Office, as well as several other state and federal agencies.

During 83/84 the New England Telephone Company completed its upgrade of the METRO (Maine Telecommunications and Radio Operations) teletype system. State Police Headquarters has installed 9600 WPM (words per minute) printers. (The Secretary of State's Motor Vehicle Division has a 4800 WPM printer, NCIC/National Crime Information Center and NLETS/National Law Enforcement Teletype System have 2400 WPM).

During the past year, teletype transactions for the network jumped from 3,802,000 in 1982, to 4,859,000 in 1983, for an approximate 22% increase. Part of this increase was due to the stations having new teletypes and being able to get more information quicker, as well as having more information available. The 1983 figure for total transactions shows a monthly average of 404,958 transactions, a weekly average of 93,452, a daily average of 13,314 an hourly average of 555, with the system doing 9.2 transactions per minute, statewide. With the installation of the new teletype equipment and high speed lines, the system is expected to show a dramatic increase for 1984.

The Augusta RCC (Regional Control Center) started a new computerized dispatch on February 1, 1983, whereby, all radio traffic and status logs are immediately typed into the computer as received. This traffic is printed out on paper logs at the end of each 24 hour period and saved for a two year period. The Communications Unit, Augusta Regional Control Center has taken on the responsibility of controlling repair calls statewide, in order to determine where the major problems exist and to provide users with better service in the future.

The Communications Unit continues to provide training to all users on the METRO System, upon request and, in conjunction with the Maine Criminal Justice Academy, conducts Basic Dispatcher and Dispatcher II Schools, as needed.

Radio Maintenance. The Radio Maintenance Unit operates from the Maine State Police Headquarters in Augusta from Troop B in Scarborough, from Troop E in Orono and from Troop F in Houlton. The majority of repairs and installations accomplished for the Department were done at these four locations. It is not always possible to bring all of the work to these shops, therefore, the technicians must go to the other barracks, remote mountain top repeaters, aircraft and watercraft locations.

Some of the technical responsibilities of radio maintenance are installation removals and maintenance/calibration on nearly 900 mobile radios, nearly 300 portable radios, 400 electronic sirens, 250 CB radios, 100 base stations statewide, 200 traffic enforcement radios, nine microwave repeaters and certain electronic specialty equipment. These State Police technicians also maintain other systems for 19 other State agencies that do not have adequate resources or statewide responsibilities. During the past few years, our technicians have also provided technical and licensing information for numerous federal County and municipal agencies.

In 1983, the Unit completed its 43rd year of service in support of the Department. The single biggest project was the planning, implementation, installation, licensing and removal of the communications equipment used for the 75th National Governor's Conference in Portland. Planning and system design began in January and February with emphasis placed on the utilization of existing communications equipment and frequencies. Very little equipment was purchased exclusively for the National Governors Conference, other than 50 portable radios. These radios were specified in February, and the low bid was accepted in April, with delivery in May and June. Our licenses were applied for and received in June. Transmitters were bench and field tested, then located atop three Portland high-rise buildings for maximum coverage with hand held radios and three dispatcher control stations were located at the State Police Command Post and Communications Center in Portland. Also, during this period of time, we installed radios in 80 new, marked and unmarked, cars specifically for the conference. Some considerable time was devoted to maintenance and alignment of all radios on the bench before the conference started. During the conference, radio problems were nil, in spite of the mixture of old and new, different types of radios and frequencies used. All of the equipment was removed in August and the borrowed equipment returned to the respective lending State departments.

Other accomplishments included:

Licensed federal, county and municipal law enforcement agencies; surveyed sites at Baxter State Park for solar operation, checked and calibrated Baxter State Park mobile radios, repaired station antennas at Baxter State Park, installed new tower at Baxter State Park, replaced antennas and cables (due to vandalism) and installed alarm and metering panels at mountains used by the State Police, interconnected with Aroostook EMS microwave from Houlton to Ft. Kent, erected a repeater site and equipment at a mountain for a Maine Army National Guard training exercise installation of multi-tone encoder and decoder system for the IF & W base and repeater station equipment and installed a base station for IF & W headquarters in Bangor.

Automotive Maintenance. Automotive Maintenance had a very busy year in 83/84 brought about by the increasing number of high mileage vehicles (75-to-180-thousand miles) resulting in a much higher frequency of vehicle failures. In an effort to ease this problem 116 new vehicles were placed into service.

Automotive Maintenance provides regular service on approximately 475 Departmental vehicles, additionally providing services for the Attorney General's Office and The Bureau of Marine Resources.

Automotive Maintenance services include major engine and drive train repairs, glass replacement, limited body and fender repairs, in addition to regular preventive maintenance at six-thousand mile intervals.

Maintenance is provided at four locations: Augusta Headquarters, Scarborough and Orono and Houlton Barracks, with eight mechanics performing all maintenance on vehicles and other specialized equipment.

In 1983 Automotive Maintenance assisted in the disposal of 138 vehicles that provided $153,165.92 to the State's General Fund.

Planning & Research. The Office of Planning & Research is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through participation in development of both immediate and long-range Departmental goals based upon demands for services, available resources, and projection of future needs. The Office maintains contact with similar units throughout the Nation in order to keep abreast of the latest technology available in the criminal field.

The Office of Planning & Research is also responsible for program development in numerous areas, plus the coordination and administration of federal grants affecting the Department.

A number of projects addressing equipment acquisition as well as training programs for agency personnel were undertaken during the past year.

During the year the office continued to participate in the State Police Planning Committee, working with other members in gathering and analyzing data, pertaining to all aspects of the Agency's operations. The final result will be a long range planning report, scheduled for completion in early 1984.

Another major function of the Office was continued involvement in the Agency's in-hours data processing upgrade. This actively included project preparations and grant administration. Several cost/benefit studies were also conducted relative to fleet operations.

Supply. The Supply Office is responsible for the purchase, storage and distribution of clothing, office supplies, office equipment, Departmental forms, and support equipment to approximately 500 sworn and civilian members; as well as supplying forms, intoxilyzer materials and other related items to municipal police departments and County Sheriff offices. Supply has become involved with the Department's computer system in order to provide for better inventory control. Supply is also responsible for seeking out new items that are beneficial to the Department, and with the aid of our field personnel has tested the economic and durability factors of selected items during the year.

Data Processing & Management Information. The Data Processing and Management Information Unit is responsible for accurate and timely reporting of computerized business and statistical systems for the Department. These systems include: accidents, arrests, activities, Beano and Games of Chance licensing, civilian time and leave, domestic violence, fixed assets, inspection stations and mechanics, incidents, officer time and leave, uniform crime reporting, vehicle cost analysis, and numerous labeling systems.

During 1983 the Unit converted the last of its systems being prepared on an outside computer to our own in-house system. This system—arrests—along with civilian time and leave were two of the major systems that were designed and became operational during the year. Several system enhancements, particularly incident based reporting, were also implemented during 83/84.

Training/Special Services, commanded by a Lieutenant, provides and co-ordinates all training for the Bureau of State Police. Special Service units such as K-9, Underwater Recovery, Tactical Team, and Hostage Negotiations provide specialized response to unique situations not encountered on a routine basis. Personnel assigned to these units have been cross-trained and have these added responsibilities in addition to their normal job function.

Training. During 83/84 the Maine State Police Training staff held two three-day Women's Recruitment programs at the Maine Criminal Justice Academy for women which was covered by television news media.

In cooperation with the American Legion, the Maine State Police held a student Law Enforcement Orientation Program, at the Maine Criminal Justice Academy, where 32 students from throughout the state attended.

The two-week NESPAC (New England State Police Administrators Compact) Non-Commissioned Officers' Academy was continued with supervisory officers being selected to attend at the various State Police training facilities throughout New England.

The State Police training staff, with the support of State Police officers, has contributed staff and instruction to three Municipal/County Basic Police Schools at the Maine Criminal Justice Academy. Two officers are assigned as permanent staff. The instructional areas where State Police officers have participated are: Traffic, Accident, Investigation, Crime Lab Services, Firearms, Emergency Vehicle Operation, O-U-I, Radar, First Responder, Motor Vehicle Law, Crisis Conflict Management, Defensive Tactics, Police Baton Training and Physical Fitness.

Also in 83/84 the State Police training staff coordinated many outside training sessions throughout Maine, for State, municipal and county officers. Some of these areas include: Physical Fitness, Defensive Tactics, Emergency Vehicle Operation Course, PR—24 Police Baton, SIDS Education, EMT and CPR Refresher with the aid of State Police EMT personnel, and instruction was also given to rescue personnel on the use of protective and reflective clothing and emergency vehicle placement at accident scenes and Motor Vehicle Law as pertains to fire and rescue personnel.

Also formed in 1983 was a firearms development committee which has allowed entry level and requalifications programs.

May of 1983 also brought a joint training effort between State Police and the National Guard involving helicopter insertion techniques and civil disturbance control.

Canine Unit. The Maine State Police acquired for the first time a canine trained in drug detection in 1983/84. K-9 Unit Supervisor Sgt. Lloyd Williams and his canine "Moose" went to the Connecticut State Police Training Academy for three weeks of specialized drug training. This training certified "Moose" for detection of marijuana, hashish and cocaine. Later, four other State Police canine teams were trained in Maine in marijuana and hashish detection. Tr. Dennis Hayden was designated Assistant Trainer with the responsibility for deployment of canine teams at such times the supervisor is not available.

Canines played an important role in the National Governors' Conference in Portland in July. With the assistance of the New England State Police Administrators Compact (NESPAC) trained bomb detection dogs conducted bomb sweeps of hotel rooms and meetings rooms prior to each governor's arrival.

The following is a listing of Canine Unit activities:

Tracking (Criminals, Escapees and Lost Persons)	147 calls
Public Demonstrations	70 calls
Backing Up Other Officers (During threatening situations)	45 calls
Evidence Search (At crime scenes)	34 calls
Drug Search	34 calls
Scouts (Including suicide victims)	23 calls
Building Search	20 calls
Deterrent (People stopped violent behavior on sight of dog)	12 calls
TOTAL	377 calls

(142 of the above calls were handled by an off-duty canine handler)

36 Arrests were the direct result of the canine users

4 Attempted suicides were found alive by the canines

2 Suicide victims were found dead by canines

3 Lost persons were found with the canines

157 Assistance to other agencies.

33 Times a canine team was needed and a team was not available

(In 83/84 many other cases were solved and criminals apprehended from the evidence gathered by the use of the Canine Teams.)

Tactical Team. The Maine State Police Tactical Team consists of specially trained officers who, for the most part, are centrally located within the State in order to insure maximum team mobility. The purpose of the Team is to respond to extreme emergencies in which serious injury or death could be imminent and where the use of a professionally trained and equipped team could neutralize the effects of any person(s) threatening the lives and safety of the public.

During the past year the Tactical Team responded to numerous requests for assistance from local, county and State agencies. The requests have ranged from assisting with security during the 75th National Governors' Conference in the Portland area, to assisting the Federal Drug Enforcement Agency and State Police Anti-Smuggling (drug) Unit with raids on suspected ships carrying drugs along the Maine coast, to confronting individuals that were armed, had committed murder, were barricaded and were threatening the lives of the police and public. The Team has been able to accomplish each mission with no injuries or loss of life to the police profession or innocent bystanders after the Team had been activated and was on the scene.

Underwater Recovery. The six person Underwater Recovery Unit was involved in a wide variety of underwater searches during 1983/84. Divers participated in the recoveries of seven bodies, including one from under the ice. Other searches were conducted for a vehicle involved in a fatal accident, cash registers containing money, and stolen motor vehicle parts. The URU made use of their underwater metal detector in searching for weapons used in a homicide and also in searching for stolen power tools and other evidence in criminal cases.

The URU conducted a three-day training session during which items were recovered from quarries in Hallowell and turned over to local authorities. The remainder of the training session was spent off the coast conducting search patterns and testing underwater lights and other equipment to be used during searches in various conditions of current weather and visibility.

Traffic & Safety. The Traffic & Safety Division is responsible for the administration of accident records, Air Enforcement, Commercial Vehicle Enforcement, Hazardous Material, and Motor Vehicle Inspection.

A total of 95 missions were flown in support of drug investigators for the purposes of intelligence gathering along with 38 flights in which actual movements of suspects were monitored. The year saw an increased use of aerial electronic surveillance devices which allowed pilots to track targets and gain investigation information which would otherwise have been impossible to acquire. A dramatic increase in the aerial discovery of domestic cultivated marijuana was the focal point of considerable media coverage during the late summer months. Pilots spotted nearly 4,000 high grade "pot" plants worth over $3,000,000 in street value. The seizure of a $300,000 twin engine airplane during early August and the apprehension of 26 people and 25 tons of marijuana in December were a result of close cooperation between pilots and the Federal-State Anti-Smuggling Task Force.

For the first time pilots were asked to patrol the major blueberry plains in northern Maine during the night in an attempt to curb the theft of large quantities of blueberries. A program was formulated in cooperation with industry officials whereby a private helicopter was hired to work in conjunction with our planes. A mobile command center was moved to the local airport and a number of Troopers were assigned to work the detail. State Police pilots employing night vision equipment and sophisticated navigational devices flew night patrol and noted any unauthorized activity. The entire operation was found to be extremely effective given the media coverage surrounding it which facilitated the desired effect. It also demonstrated that our fixed wing aircraft could successfully integrate with a helicopter and extend our effectiveness almost infinitely.

During the National Governor's Conference pilots were responsible for supervising all executive movements in and out of the Portland Jetport including handling all baggage, parking of official airplanes, and directing official drivers to their respective Governors. A State Police plane was also used for aerial security during large scale movements throughout the greater Portland area. The expertise of air wing personnel in the operations of air traffic control facilities and their knowledge of aviation in general facilitated the uneventful transfer of hundreds of pieces of luggage and the movements of many vehicles not to mention the handling of over $50,000,000 worth of executive aircraft.

Traffic enforcement along with a host of other enforcement related activities also found their way into the pilots yearly activities resulting in 75 traffic patrol details flown and 94 other missions in areas such as aerial photography, assists to other agencies such as the F.B.I. and the Secret Service, attempts to locate lost, or wanted persons and property.

The year 1984 promises to be very challenging given the dramatic increase in illegal drug activity expected ranging from maritime, air and highway importation to the cultivation of high grade mairjuana plants now becoming so popular in our Maine climate. Pilots hope to employ even more advanced state of the art techniques to assist them all with their enforcement endeavors throughout the upcoming year.

Commercial Vehicle Enforcement. During calendar year 1983, the Motor Carrier Section registered and issued operating permits to 4,216 for hire motor carriers, which included 3,810 carriers operating in Interstate Commerce and 406 in Intrastate Commerce. Vehicle Identification Decals were issued for 96,881 interstate trucks and 2,643 intrastate trucks being operated by motor carriers. Approximately 6,000 temporary telegraphic authorities were sent to motor carriers in order to expedite legal movement of their vehicles into or through the state. Revenue from Motor Carrier Operations was $844,553.38.

The Truck Size and Weight Section has the responsibility of enforcing the size and weight laws as they apply to commercial vehicles. During 1983 this section weighed 75,491 and checked 109,998 trucks for compliance. The two new weigh stations in Kittery-York were open and are now in operation. In addition to the truck area in Kittery-York, there is an additional truck area that was opened in Topsfield in 1983. (During the next two years there will be four additional truck areas built throughout the State.)

Hazardous Materials. During the past year the Traffic Division has become actively involved in the Hazardous Materials Safety and Enforcement area. Our involvement has been centered around the highway transportation of hazardous materials.

One Traffic Division officer has received extensive training in this field over the past three years and as a result of this a six-hour Sensitivity Program in Hazardous Materials Safety and Enforcement has become a part of the curriculum at the Maine State Police School. A procedure was developed for the State Police to follow for incidents and a training and reference manual was also developed and distributed. The officer has served as a liaison for the State Police to the Legislature on hazardous materials matters working with the Transportation Committee, Energy and Natural Resources Committee, and the Maine Low Level Radioactive Waste Siting Commission. He is also serving as liaison between Industry and the Department of Environmental Protection Oil and Hazardous Materials Spill Division.

During the past year, 30 training sessions in hazardous materials safety and enforcement were conducted for the State Police and local police and fire departments throughout the State. Seventeen incidents were handled involving a variety of hazardous materials. Sixteen conferences were attended both in and out of state to keep abreast of changes and to maintain contact with industries and other related agencies. One hundred and twenty seven summonses were issued for hazardous materials violations.

In August of 1983, the State Police Commercial Vehicle Enforcement Section entered into a contract called "The State Hazardous Materials Enforcement Development Program" with the Federal Department of Transportation which provides monies and materials to enhance our enforcement programs. This contract will enable the State Police to obtain needed training and equipment. As a further result of the contract we are scheduling training with instructors from the Transportation Safety Institute coming to instruct in Maine on Hazardous Materials, Inspection and Enforcement, Cargo Tank Inspection, and training in Hazardous Materials Emergency Response at the Federal Fire Academy.

Accident Records. The Accident Records Section of the Traffic Division is responsible for receiving, processing, and maintaining files of all accident reports submitted in accordance with M.R.S.A. Title 29. This section is also responsible for the State Police Fleet Safety Program, Accident Reconstruction Program, accident investigation training and statistical analysis.

Accident Records: Annually, the Traffic Division receives and processes approximately 30,000 accident reports. Each report is reviewed and checked for proper codes and accuracy, prepared for entry into the computerized data system, and microfilming. Over 5,000 requests for copies of accident reports are received, processed, and answered each year. Requests are primarily from Insurance Companies, but also come in from lawyers, private citizens, State and Federal agencies, and District Attorneys.

Fatal accident counts and comparisons are prepared and distributed daily. Statewide accident activity is maintained monthly on computer printouts. Quarterly accident activity of all reporting agencies is also monitored and kept on computer printouts.

Accident Reconstruction: The Accident Reconstruction Program completed its fourth year in April of 1983. Reconstruction activity increased slightly over 1982 figures, and plans have been formulated to expand the program during the upcoming year. Many changes will be made during 1984 to make this program better able to serve the needs of law enforcement and the citizens of Maine.

Statistical Analysis: Accident statistics are in constant demand from all levels of government, the media, and the public. Close coordination is maintained between the Traffic Division, the Bureau of Safety, and the Data Processing Section to insure accurate and timely statistical information. Computer printouts of reports on file are used as the basis for all statistics.

Accident Investigation Training: During 83/84 over 300 man hours were devoted to the instruction of accident investigation at the Maine Criminal Justice Academy. Classes were conducted for State Police recruits, Municipal/County Basic Police Schools, and the Reserve Officer Training Program.

Fleet Safety Program: The Director of the Traffic Division also serves as the Chairman of the Fleet Safety Board. Individual files are maintained on all personnel regarding fleet vehicle damage and accidents, and these files are used to identify those drivers who may benefit from the agency's Driver Improvement Program, and to compute time for safe driving awards.

Air Enforcement. During 83/84 Air Wing personnel became involved in many diversified activities including the national truckers strike, major drug investigations, the National Governor's Conference, and traffic enforcement.

Motor Vehicle Inspection. The Motor Vehicle Inspection Unit consists of nine uniformed officers who are responsible for the administration and licensing of all inspection stations (1,896) and inspection mechanics (5,800) in the State. Their duties also include speaking assignments, accident reconstruction, vehicle autopsy, and training assignments. Updated and revised inspection manual inserts were provided to each station prior to January, 1984. As of January 1, 1984 the motor vehicle inspection was changed from semi-annual to annual inspection and the fee was raised from $3.00 to $5.00. Sticker costs were raised from $.25 to $.50 per sticker.

Voluntary inspection of trailers and semitrailers became effective in April 1983.

Sticker sales for 1983 are as follows:

School Bus	6,794
Motorcycles	32,440
Motor Vehicles	1,360,000
Trailers	1,930
Total:	1,401,164

Total dollar amount of all sticker sales $350,291.

Training. The Traffic Division has the responsibility of providing principal instructors and instruction at the Maine Criminal Justice Academy in the subject areas of Motor Vehicle Law, Traffic Law Enforcement, Traffic Direction and Control, Operating Under the Influence, Accident Investigation, Radar, Truck Size and Weight Enforcement, and Hazardous Materials. Over 600 hours of instruction were provided by this Division during 1983/84.

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcment agencies within and outside the State of Maine. Additional duties include informing the Chief and the Deputy Chief of criminal activity within the State and the issuance of all permits to out of state residents to carry concealed weapons, licensing private investigators and licensing polygraph operators.

Polygraph: Polygraph examinations are designed to determine truth or deception when subject is asked questions about his or her knowledge, participation and/or complicity in an illegal act. Each of the three Criminal Investigation Divisions (CID) has one modern multichannel polygraph instrument and three examination sites. There are five polygraph examiners, three of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Polygraph Examiners also conduct examinations on an appointment basis for Federal, State, County and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle.

In FY 80 the Criminal Investigative Division (CID) was restructed to include three divisions, which encompass the south, central, and northern portions of state respectively who is responsible to the Criminal Division Captain who in turn is responsible for the activities of each division covering the entire state.

In addition to its general functions, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a sergeant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility, however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparisons; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis, instruction of State, county and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities during the past year as performed by the Crime Lab.

Court Appearances:
334 Hours—State Police Cases
18 Hours—Other Agency Cases

Crime Scene Processing
47 Scenes
236 Hours

Fingerprint Comparison	*State Police*	*Other Agencies*	*Hours*
Cases:	70	118	754
Firearms Cases:	58	48	593
Gunpowder Residue:	10	2	24
Serial Number Restoration:	7	4	74
Toolmark Exams:	3	4	81
Typewriter Print Exams:	3	3	7
Lectures:	4	13	94

Film Processed:	*Rolls*	*Prints*
35mm VPS:	1,156	14,056
35 B&W	128	1,100
2¼ Color:	59	564
2¼ Black & White:	20	310
35 slides:	16	40
4 x 5's:	188	266
Special Projects:	217	5,423

Organized Crime Unit. The Organized Crime Unit, consists of Anti-Smuggling, Criminal Intelligence, Attorney General and Executive Security, Arson, Auto Theft and Drug Enforcements as described below:

Anti-Smuggling Unit: The smuggling unit investigated 21 cases arresting 50 people and several other arrests are pending grand jury action. Cash and equipment seized had a value in excess of $380,000 which included a seizure of 63,000 pounds of marijuana and seven ounces of cocaine with a total value of 25.22 million dollars.

Drug Enforcement Unit: The drug unit investigated 426 cases of which 420 are either pending prosecution or have been cleared through the courts. As a result, approximately $17,256 in cash and $25,000 in vehicles and equipment are waiting civil forfeiture. Returned to the General Fund was $2,060 as restitution regarding drug related cases. The drug unit seized $2,952,054 in illegal drugs during FY 84.

Attorney General and Executive Security: Investigated 98 cases during this period. Aids to other agencies, training assignments and other special activities totaled 188. Stolen property recovered totaled $21,636.35. In addition to the security provided by the Executive Security Unit, the Attorney General investigators provided security in 50 other instances as well as providing assistance to other Organized Crime Units.

Arson Unit: The Arson Unit, in conjunction with State Fire Marshal personnel, investigated 164 cases. Aids to other agencies, escorts, speaking assignments, training assignments, security details and other special activities totaled 136.

Auto Theft: The auto theft, investigated 167 cases resulting in the recovery of $505,117.50 in stolen property. Aids to other agencies, speaking assignments, training assignments and other special activities totaled 84. The Unit also provides a backup to the Troops security program and provided security in 52 instances. In addition to the auto theft related duties of the Unit they are also utilized to assist other units within O.C.U. on a need basis.

Criminal Intelligence Unit: The C.I.U. supported the efforts of the Organized Crime Unit by identifying and assisting in the investigation of the organized criminal organizations smuggling drugs into the State of Maine by ship and aircraft. In addition to the successful efforts in the State of Maine, members of the C.I.U. have traveled to the states of Alabama, Florida and Georgia to testify in Federal Court as well as extending investigative expertise regarding criminal enterprises based in the southeastern United States that were operating within the State of Maine.

Also through the year, the C.I.U. identified a first of its kind "aircraft chop shop" operating in the State of Maine. This organized criminal activity involved the larceny of aircraft from eastern New York State that was flown to Maine whereupon the craft would be repainted and renumbered, then sold throughout the United States. The investigative effort resulted in the recovery of 3 aircraft and parts of several others, plus the identification of criminal groups operating in Maine and New York.

Public Information. The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer (Director, Public Information) advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesperson for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1983, the Office disseminated 108 news releases about activities, programs and services to the news media. The Office also responded to numerous queries and provided public information to the news media on 305 major incidents. There were 190 feature articles/programs and interviews facilitated.

Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) Winter Road Safety, Motor Vehicle Inspection, School Bus Safety, Bicycle Safety, Memorial Day Driving Safety, Burglary Prevention, Independence Day Safety, Speed Limit Enforcement, O-U-I Prevention/Enforcement, Teenage Drinking & Driving Prevention/Enforcement, Labor Day Driving Safety, Schools Open Safety, Car & Winter Safety, Christmas Fire Safety, Holiday Drunk Driving Prevention; (Television) Speed Limit Enforcement and Drunk Driving Prevention, plus Project Graduation (drinking & driving prevention) and Project Holiday (drinking & driving prevention)—both "projects" done in cooperation with the Maine Department of Educational & Cultural Services.

In addition, the Office compiled and edited the annual report, updated Departmental publications and the Maine Print & Broadcast Media Booklet, and published the employee newsletter ("Communicator"). The Public Information Officer was a participatory member of the Governor's Public Information Advisory Committee and a Certified Instructor in News Media Relations at the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.50)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,737,356	3,707,319	102,977	4,897,440	29,620	
Health Benefits	484,762	2,434	6,114	475,[illegible]	395	
Retirement	2,913,220	453,010	15,962	2,443,410	838	
Other Fringe Benefits	110,422	304	496	109,496	126	
Computer Services—State	101,500			98,108	3,392	
Other Contractual Service	2,126,304	14,562	22,705	1,899,429	189,608	
Rents	137,533		3,543	133,990		
Commodities	338,790	190	69	337,500	1,031	
Grants—Subsidies—Pensions	881,351	11,990		869,361		
Equipment	920,614		1,805	913,641	5,168	
Transfers to Other Funds	212,816		2,585	207,008	3,223	
TOTAL EXPENDITURES	16,964,668	4,189,809	156,256	12,385,202	233,401	

VEHICLE EQUIPMENT SAFETY COMMISSION

ARTHUR A. STILPHEN, STATE OF MAINE COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

Central Office: 36 Hospital Street, Augusta; *Floor:* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was inactive during 1983. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

MAY HOWE, DIRECTOR REGIONAL TRANSPORTATION PROGRAM;
LINWOOD F. WRIGHT, SUPERVISOR OF PUBLIC TRANSPORTATION.

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met three times during the preceding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

PETER A. BRADFORD, CHAIRMAN
CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1

Average Count—All Positions: 58 *Legislative Count:* 58

Organizational Units:
Administrative Division
Legal Division
Consumer Assistance Division
Technical Analysis Division
Finance Division

PURPOSE: The Public Utilities Commission's mission is to protect the public interest by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as an adjudicatory body on specific cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission also has rulemaking authority. The Commission currently has jurisdiction over 148 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 4 water carriers, and limited aspects of radio common carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. This Division is responsible for planning, organizing and directing the work of the Administrative Division of the Commission. This office also works closely with the Commissioners in policy development and execution, coordination of inter-divisional work, and development and implementation of operational priorities.

Consumer Assistance Division. This Division receives, analyses and responds to complaints from Maine utility customers. Particularly the CAD is involved in the administration and implementation of Chapter 81 of the Commission's Rules, "Disconnection and Deposit Regulations for Residential Utility Service."

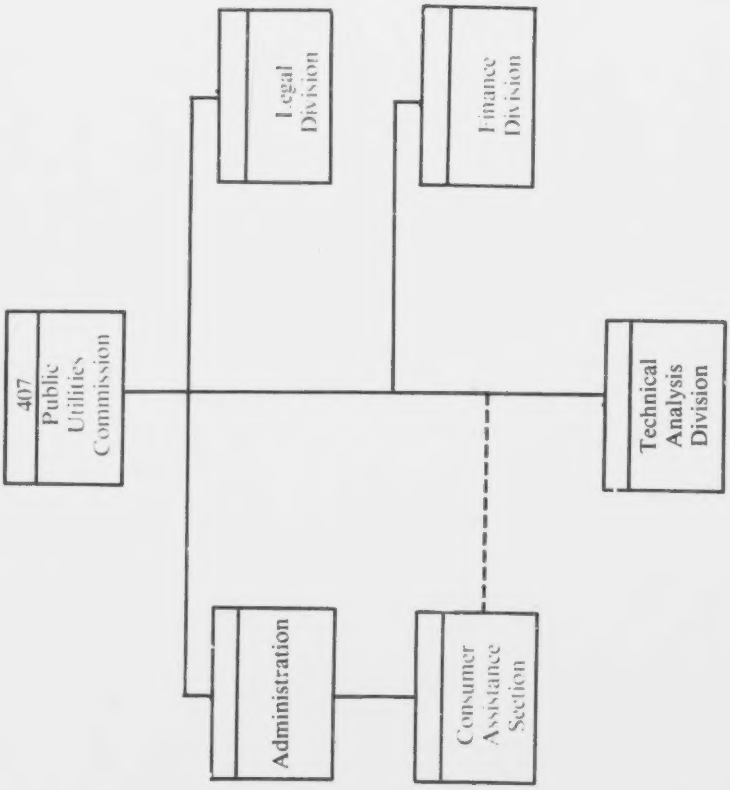
Legal Division. The Legal Division represents the Commission before federal and state courts and agencies. It provides examiners and advocates in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division assists in the preparation of questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate case exhibits as requested.

Technical Analysis Division. This Division analyzes the technical aspects of filings made by Maine's 17 electric, 25 telephone, 148 water and 2 gas utilities. Specifically, the Staff of the Division analyze and evaluate rate design exhibits, assist in the preparation of engineering cross-examination and testify as expert witnesses in rate proceedings. They prepare and review cost allocations and rate studies, conduct conferences with utilities and the public, review plans and specifications on all major utility construction projects, conduct on-site inspection of system improvements, advise regarding line extensions and system improvements, inspect gas pipelines to insure safety operations and conduct on-site investigations of gas explosions and accidents and electrical accidents involving loss of human life.

The Division Staff also review and revise standards of service for all utilities, and review

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65


407
Public Utilities Commission
Legal Division
Finance Division
Technical Analysis Division
Administration
Consumer Assistance Section

Approved by the Bureau of the Budget

CONDOLIDATED FINANCIAL CHART FOR FY 84
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,120,371	462,799	657,572			
Health Benefits	45,386	19,305	26,081			
Retirement	145,356	72,774	72,582			
Other Fringe Benefits	5,302	2,267	3,035			
Other Contractual Service	628,109	27,237	600,872			
Rents	38,019	10,000	28,019			
Commodities	24,359		24,359			
Grants—Subsidies—Pensions	5,000		5,000			
Equipment	11,808		11,808			
Transfers to Other Funds	68,277		68,249		28	
TOTAL EXPENDITURES	2,091,987	594,382	1,497,577		28	

utility reporting, fuel clauses and cogeneration rates using computer modeling techniques. They provide assistance to the Consumer Assistance Division on customer complaints of a technical nature involving equipment, service, line extensions, etc. and prepare and review cost allocations, separations, settlements, depreciation studies, rate studies, etc.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

Investigation of Rates of Central Maine Power Company: Central Maine Power Company's 1982 request for $53 million additional revenue was narrowed to $11 million by the Commission in a decision on December 6, 1983. Rate increase requests for Van Buren Light and Power District and Kennebunk Light and Power District were also processed.

Cogenerators and Small Power Producers: The Commission amended Chapter 36 of its Rules and Procedures. This chapter sets up the mechanism for determining the avoided costs and hence the maximum rates to be paid for power purchased from small power producers. Avoided cost rates for cogenerators and small power producers selling power to the utility were determined in two separate cases for Central Maine Power and Maine Public Service. Both rates for the initial blocks of power were above 9¢ per kilowatt hour.

Investigation of Seabrook Costs: Four Maine electric utilities have financial obligations in the Seabrook Nuclear Power Plant. Central Maine Power Company, Bangor Hydro-Electric Company, and Maine Public Service Company are seeking rate increases for recovery of costs in the cancelled Seabrook 2 unit and the financial requirements of completing construction of Seabrook 1. An investigation by the Commission of generic Seabrook issues has also begun. Eastern Maine Electric Cooperative, the fourth financially involved Maine utility, has not indicated formal intent to raise rates.

A power supply investigation is continuing for Central Maine Power and a major rate design case for each of Central Maine Power and Bangor Hydro are continuing.

In April, 1983, New England Telephone Company was granted $11.386 million of a proposed $49.786 million increase. Upon an injunction requested by NET, the U.S. District Court added $187,000 to the increase. The Commission appealed to the U.S. Court of Appeals, which reversed the District Court order. In a separate case, NET was later granted $19 million of a proposed $42.995 million increase, upon Commission approval of a stipulation among the parties.

During fiscal 1984 the Commission dealt with some 81 formal cases involving water utilities. Of these, 29 were rate cases; 28 were cases involving the issue of securities; and 24 were formal cases dealing with other aspects of utility service. Of the 29 rate cases, 15 were filed by Districts and Municipal operations pursuant to 35 M.R.S.A. §72, which require less staff time unless aborted by a petition of 15% of the utility's customers. The remaining 14 were filings by investor-owned water utilities. Notable among those were rate increase requests by Maine Water Company for its five divisions.

Rate activity associated with Maine's sole gas utility consisted of one general rate case and two Cost of Gas Adjustment proceedings. In addition, 28 cases involving contracts for sale of gas to specific customers on an interruptible basis were processed during the year.

Consumer Assistance Division. During the calendar year 1983 the Commission's Consumer Assistance Division processed 4,288 complaints from utility customers and 499 requests for disconnection by electric utilities under the Winter Disconnection Rule from December 1, 1983 to April 15, 1984. Investigations of customer complaints by the Division resulted in refunds of $94,934.70 to customers for 1983.

Rulemaking: Rulemaking proceedings were concluded during the fiscal year which:

(1) Allowed the Commission or its delegate to waive or modify the procedural requirements and deadlines in any of the Commission's rules (Ch. 11, §2(C)).

(2) Amended the Commision's rule governing cogeneration and small power production (Ch. 36).

(3) Prescribed service standards for water utilities (Ch. 62).

Legislation: Recently enacted legislation during the 1984 season, which affects the Commission includes:

(1) The repeal of a statute which limited the Commission's authority to allow an electric utility to recover in rates for its investment in a cancelled or abandoned generating plant under construction. A new statute was enacted requiring the Commission to balance ratepayer and investor interests in such cases and prohibiting the recovery in rates of costs which were imprudently incurred (Ch. 811).

(2) The enactment of legislation prohibiting the Commission from ordering utilities to compensate intervenors for their expenses, except where required by federal law (Ch. 815).

(3) The enactment of legislation declaring that it is the State's policy that universal telephone service continue to be available (Ch. 771).

(4) The enactment of legislation authorizing the Commission to seek the imposition of fines in Administrative Court on utilities which violate its disconnection and deposit rules (Ch. 683).

(5) The enactment of legislation granting Commision authority over cable TV systems which provide services like telephone companies and to resolve disputes over pole attachment charges among utilities and cable TV companies (Ch. 802).

(6) The enactment of legislation to improve the process to allow temporary charges in utility rates where there is no dispute (Ch. 630).

LICENSES, PERMITS, ETC.:

Electric Utilities—Application for Certificate of Convenience and Necessity to construct or purchase generating facilities of energy.

Two-way Radio Common Carriers—Application for Certificate of Conveneience and Necessity to provide service.

Water Carriers in Casco Bay—Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Public Utilities of the Maine Legislature.
All Rules and Decisions
Summary of Chapter 81

FINANCES, FISCAL YEAR 1984: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE PUBLIC UTILITIES FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330
Established: 1981
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 181
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Public Utilities Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf of or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1984: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

RICHARD D. DUTREMBLE, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Station #72, Augusta, Maine 04333 *Telephone:* 289-3211
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 400; *Citation:* 37B M.R.S.A., Sect. 951
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and provides $50,000 annually to accomplish their work. The monies are obtained by a fee on nuclear reactor license holders.

The REP Committee has completed its second annual budget. Monies from the budget ($50,000) were used to enhance emergency public notification, communications, and planning within the twenty (20) towns in the Emergency Planning Zone around the Maine Yankee Nuclear Plant. The Bureau of Civil Emergency Preparedness provides the REP Committee administrative and financial services.

PUBLICATIONS:

State of Maine Emergency Procedures in the event of a Maine Yankee incident—free to those citizens and transients within ten (10) miles of Maine Yankee plant site.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	129		129			
Retirement	9		9			
Other Contractual Service	602		602			
Commodities	9,894		9,894			
Grants—Subsidies—Pensions	29,114		29,114			
Equipment	25,390		25,390			
TOTAL EXPENDITURES	65,138		65,138			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

AMBERANN GEORGE, R.T. (R), (ARRT), CHAIRPERSON

Central Office: 157 Capitol St., Augusta *Telephone:* 289,3826
Mail Address: Statehouse Station #10, Augusta, Maine 04333
Established: 1983 *Sunset Termination Starting by:* 1992
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Human Services who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners held its initial meeting on February 14, 1984, to begin preparation on the examination and rules in order to meet the license requirement deadline of Sept. 1, 1984. The Board met 11 times during the time period ending October 1, 1984. Examinations were prepared by the Board for 6 limited license categories, and contracts were awarded to the Nuclear Medicine Technology Board (NMTCB), and the American Registry of Radiologic Technologists (ARRT), two national organizations certified to prepare such examinations in their respective fields. The exam for Nuclear Medicine Technologists is scheduled for September 15, 1984; and the exam for radiographers and radiation therapy technologists is scheduled for October 18, 1984. The limited license exam, specifically mentioned in the law, is also scheduled for October 18, 1984. It is anticipated that approximately 805 individuals will be licensed by September 1, 1984.

LICENSES, PERMITS, ETC.:
License:
To use radioactive materials or equipment emitting ionizing radiation on human beings for diagnostic or therapeutic purposes.

PUBLICATIONS:
"The Medical Radiation Technology Licensing Rules"—no charge.

FINANCES, FISCAL YEAR 1984: This unit did not expend any funds during FY 1984.

REGIONAL AGRICULTURE COMMITTEE

COMMISSIONER OF AGRICULTURE, FOOD AND RURAL RESOURCES

Central Office: Augusta

Established: September 23, 1983

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 464; *Citation:* Resolves 1983, Chap. 46

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Common problems in the effective utilization of our agricultural resource base, natural and human, compels a closer working relationship on projects which offer potential for more food production of a diversified nature, not only to strengthen the economic position of our rural areas, but also to ensure greater food self-sufficiency for the region. To this end, the Regional Agriculture Committee is established to promote regional and international cooperation in the development of agricultural programs designed to encourage greater food production, marketing, and food self-sufficiency among the states of New England, and Quebec, and the Maritimes to build a more productive and diversified agricultural community on a regional basis comprised of small and mid-sized family farms; to review proposals from public and private non-profit institutions in New England, Quebec, and the Maritimes which aim to strengthen the agricultural capacity of the region; to establish conditions for the application of matching funds to support projects, insuring that results will be adequately disseminated in a timely fashion; to administer matching funds made available to it by the legislature and other sources for the purposes stated and to prepare an annual financial report along with a written account of investment practices and matching donors; and to report annually to the legislature to share information about the activities of the committee and the benefits achieved as a result of matching grants extended.

ORGANIZATION: The committee consists of 9 members: The Commissioner of Agriculture, Food and Rural Resources, who is chairman; Director of the Maine Canadian Legislative Advisory Commission; Director of the Cooperative Extension Service; 2 members of the legislature; representation from 2 different farm organizations, one associated with an established major commodity crop such as apples, potatoes, milk, etc., and the other associated with a more diversified farm production unit chosen by the Commissioner of Agriculture, Food and Rural Resources; a consumer, non-farmer representative from a private foundation in Maine with an interest in agriculture appointed by the Governor; and a representative from the communications-media field. Representatives from the legislative branch which include the Director of the Maine Canadian Legislative Advisory Committee and 2 members of the Legislature also serve on the committee in an advisory capacity with no voting power. The committee meets at least once a year, but not more than 4 times in a calendar year.

PROGRAM: A report of regional projects proposed or in effect, under the auspices of the New England Governos and Eastern Canadian Premiers Conference is being prepared. The first meeting of the committee will be held in the fall of 1984.

FINANCES, FISCAL YEAR 1984: This unit has not yet received or expended funds.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TRUDY A. SULLIVAN, CHAIRMAN
CAROL J. LEIGHTON, Administrative Assistant

Central Office: Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333 *Floor:* Basement
Established: September 14,1979
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence •courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 7 meetings during the fiscal year. During this period the Committee approved forty-five new programs and re-approved five programs that have served over 4,000 licensees.

LICENSES, PERMITS, ETC.:
Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

RICHARD J. McDONOUGH, CHAIRPERSON, BOARD OF TRUSTEES
ROBERTA M. WEIL, EXECUTIVE DIRECTOR

1-(800)-451-9800
Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Section 1002

Average Count—All Positions: 52

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 264 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance under the System and is selected by the foregoing members of the Board. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1984, was comprised of 44,246 active members (21,722 teachers, 14,051 state employees and 8,473 employees of participating local districts). In addition there were 23,923 inactive accounts on the System's records (13,034 teachers, 8,254 state employees and 2,635 participating local district employees).

Trust fund reserves of the System at June 30, 1984, totalled $656,658,169, an increase of $87,146,862 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$250,071,770
Teachers (Post 7/1/24)	343,723,391
Teachers (Pre 7/1/24)	(191,345,070)
Participating Local Districts	254,208,078
Total	$656,658,169

RETIREMENT SYSTEM

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $28,033,492 more than the previous year's end balance, the Retirement Allowance Fund, which was $55,176,630 greater than at the previous year end, and the Survivor Benefit Fund, which was $3,970,504 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropriations of $14,400,000 were authorized for 1983-84.

State contributions to the System during the past year totalled $95,473,919, of which $56,038,117 was made on account of teachers and $39,435,802 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $17,551,080. Individual members made contributions totalling $40,114,579 as compared with $37,835,981 in the previous year, as may be seen by the following tabulation:

	FY 1983-84	**FY 1982-83**
Teachers	$19,434,569	$17,487,864
State Employees	12,809,486	12,720,955
Participating Local Districts	7,870,524	7,627,162
Total	$40,114,579	$37,835,981

Retirements processed during the last fiscal year totalled 981, representing 330 teachers, 378 state employees and 273 participating local district employees. This represents an increase of 82 retirement authorizations as compared with the previous year. As of June 30, 1984, there were 18,255 persons on the retirement payroll which amounted to $9,103,163. There were 7,513 teachers, 6,988 state employees and 3,754 employees retired from participating local districts on the June 1983 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $108,349,618 during the year, an increase of $8,978,569 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1983. The cost-of-living increase was 4%. This cost-of-living increase was paid to all state employees, teachers and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,955,484 during the year, an increase of $40,804 over payments under this program during the previous year.

Administrative expenses for the fiscal year were $1,276,793, an increase of $237,965 compared to the previous year. This increase was largely in data processing and office equipment costs.

The retired state employee health insurance premiums totalled $2,129,865 during the fiscal year as compared to $1,673,898 during the previous year. This is an increase of 27 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1983	$99,371,049	$1,914,680
1984	$108,349,618	$1,955,484
1982	$ 90,499,330	$1,656,799
1981	82,174,316	1,543,470
1980	76,476,530	1,495,620

MAINE STATE RETIREMENT SYSTEM
Balance Sheet
June 30, 1984

Assets

Investments:	
Bonds	$246,495,223.23
Common Stocks	302,450,331.69
Mortgages	116,486.82
Commingled Fund:	
Morgan Guaranty Trust	50,435,936.48
Travelers Insurance Co.	18,802,027.83
Insured Guaranteed Contract	9,764,132.32
Total Investments	628,064,138.37
Other Assets:	
Cash—Demand Deposit	31,862,465.58
Cash—Fiduciary	(7,471,177.03)
Accrued Interest	6,246,772.06
Accounts Receivable	41,001.54
Total Other Assets	30,679,062.15
Total Assets	$658,743,200.52

Trust Reserves & Liabilities

	Total Fund	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Trust Reserves:					
Members Contribution Fund	$342,901,816.07	$121,656,830.31	$165,355,243.88	$ 0.00	$ 55,889,741.88
Members Contribution Fund	91,699.43	0.00	91,699.43	0.00	0.00
Retirement Allowance Fund	288,302,838.71	118,863,844.64	164,531,312.69	(191,345,070.23)	196,252,751.61
Survivor Benefit Fund	25,361,815.18	9,551,095.38	13,745,135.50	0.00	2,065,584.30
Total Trust Reserves	656,658,169.39	250,071,770.33	343,723,391.50	(191,345,070.23)	254,208,077.79
Liabilities & Operating Reserves:					
Accounts Payable	515,376.11	476,181.95	28,381.98	0.00	10,812.18
Reserve for Authorized Expenditures	759,589.12	379,794.56	379,794.56	0.00	0.00
State Retiree Health Insurance	652,891.65	652,891.65	0.00	0.00	0.00
Suspense	157,174.25	0.00	154,182.74	0.00	2,991.51
Total Liabilities & Operating Expenses	2,085,031.13	1,508,868.16	562,359.28	0.00	13,803.69
Total Trust Reserves & Liabilities	$658,743,200.52	$251,580,638.49	$344,285,750.78	$(191,345,070.23)	$254,221,881.48

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1984

Balance July 1, 1983			$569,511,307.07
Adjust. Bal. Forward			14,191.77
Adj. Bal. 7/1/84			$569,525,498.84
ADDITIONS			
State Contributions:			
Teachers:			
General Fund	$56,038,117.00		
Federal Funds	1,893,021.87	$57,931,138.87	
State Employees:			
General Fund	19,509,107.07		
Highway Fund	8,456,983.25		
Federal Program Fund	5,443,304.95		
Special Revenue Fund	2,739,862.80		
All Other Funds	2,893,795.10		
University of Maine	392,748.55	39,435,801.72	
Participating Districts			
Revenue from Cities & Towns		17,551,080.13	
Total State Contributions		114,918,020.72	
Individual Members			
State Employees	12,809,486.17		
Teachers	19,434,569.41		
Participating Distri[illegible]	7,870,523.76	40,114,579.34	
Total Contributions			155,032,600.06
Net Income From Investments			50,397,865.06
TOTAL ADDITIONS			$205,430,465.12
DEDUCTIONS			
Retirement Allowance Paid	**Number**		
Council Orders	2	1,611.48	
Legislative Resolves	6	46,164.44	
Retirement Full Benefits	7308	30,050,446.96	
Ordinary Disability:			
Old Law	83	301,828.45	
Chapter 622, PL 1975	381	3,204,833.10	
Service Incurred Disability	129	619,966.73	
Disability, Chapter 622— July 1, 1978	146	1,015,594.57	
Option I	1531	5,887,625.09	
Option II	1665	6,526,889.57	
Option III	1681	9,031,837.74	
Option IV	996	5,677,790.96	
Option II—Beneficiary	546	1,238,932.58	
Automatic Option II-- Beneficiary	499	1,395,632.54	
Option III—Beneficiary	563	1,025,210.26	
Option IV—Beneficiary	926	1,732,209.84	
Automatic Option IV— Beneficiary	91	246,476.12	
Service Incurred Death—	10	65,217.24	
15-Year Teachers	106	110,192.28	
10-Year Vested Right	1095	1,832,845.80	
Accidental Death Benefits— July 1, 1979	12	127,813.33	
20-Year Teachers	25	26,082.01	
Law Enforcement Officers—			
Marine Resources	28	282,596.48	
Fish & Wildlife	81	688,288.96	
State Police	148	1,329,771.40	
25-Year Service-Age 55	9	37,001.70	
Forest Rangers	7	70,641.36	

Fire Fighters & Police—			
Spec. Prov.—Sec. 1121	7	60,568.02	
Spec. Prov.—Sec. 1092	80	708,047.38	
Benefits by P & S Laws	46	104,341.08	
Prison Guards—Section 1121			
Sub-Section 2-F	19	142,437.84	
Special Benefits—Sec. 1092			
Sub-Section 4	29	108,535.50	
			73,697,430.81
Retirement Allowance Adjustment Paid			
Council Orders		4,884.92	
Legislative Resolves		6,140.34	
Retirement Full Benefits		15,867,438.65	
Ordinary Disability:			
Old Law		121,333.64	
Chapter 622, PL 1975		342,447.15	
Service Incurred Disability		306,001.76	
Disability, Chapter 622—July 1, 1978		408,046.81	
Option I		3,803,370.70	
Option II		2,606,620.53	
Option III		4,734,540.39	
Option IV		1,045,945.14	
Option II—Beneficiary		895,819.13	
Automatic Option II—Beneficiary		796,431.26	
Option III—Beneficiary		939,131.76	
Option IV—Beneficiary		343,527.14	
Automatic Option IV—Beneficiary		102,120.44	
Service Incurred Death		35,996.82	
15-Year Teachers		131,394.54	
10-Year Vested Right		1,007,039.06	
Accidental Death Benefits—			
July 1, 1979		13,163.59	
20-Year Teachers		35,750.28	
Law Enforcement Officers—			
Marine Resources		87,348.88	
Fish & Wildlife		258,137.62	
State Police		489,857.42	
25-Year Service—Age 55		34,529.17	
Forest Rangers		10,941.92	
Fire Fighters & Police—			
Spec. Prov.—Sec. 1121		26,611.76	
Spec. Prov.—Sec. 1092			
Sub-Section 4		126,816.84	
Benefits by P & S Laws		31,740.42	
Prison Guards—Section 1121			
Sub-Section 2-F		31,466.56	
Special Benefits—Section 1092			
Sub-Section 4		7,592.26	
			34,652,186.90
Survivor Benefits	**Number**		
Accidental Death—			
Service Incurred	10	23,015.67	
Spouse—Age 60	262	598,463.90	
Spouse—10-Year Clause	188	364,911.68	
Spouse—Children	227	758,322.11	
Children	45	122,662.73	
Parents	34	88,107.49	
			1,955,483.58
Refunds			
To Former Members		7,549,244.50	
To Beneficiaries of Deceased Members		296,497.48	
To Survivors of Disability Recipients		49,244.91	
To Beneficiaries of Deceased—Option I		97,706.39	
			7,992,693.28
TOTAL DEDUCTIONS			118,297,794.57
Balance June 30			$656,658,169.39

MAINE STATE RETIREMENT SYSTEM
Administration Fund
Fiscal Year Ending June 1984 and 1983

	General Administration 1984		General Administration 1983	
Revenue:				
State Contributions:				
Teachers (Federal Funds)	$	$ 22,099.35	$	$ 21,462.30
General Fund		494,424.00		409,830.00
State Employees:				
General Fund	214,872.87		189,592.61	
Highway Funds	82,163.79		91,847.09	
Federal Program Funds	69,749.60		77,522.31	
Special Revenue Funds	26,886.64		25,579.02	
Other State Funds	41,997.64		44,964.97	
Total State Contributions		435,690.54		429,206.00
Participating Districts		265,982.00		208,939.78
Miscellaneous		0.00		0.00
Total Revenues		1,173,195.89		1,069,438.08
Expenditures:				
Personal Services	499,219.66		485,645.15	
Actuarial Services: (Towne & Assoc.)	21,430.00		38,237.00	
Data Processing	158,425.01		63,734.41	
Utilities	26,560.11		8,864.71	
Postage & Mailing	45,879.03		50,626.03	
Repairs to Equipment	33,601.19		12,282.63	
Printing & Binding	16,895.90		9,968.90	
Office Supplies	46,426.27		19,078.97	
Retirement Costs	81,279.44		83,655.18	
Research & Legal Services	22,491.04		25,692.92	
Health Insurance	26,493.73		21,530.94	
STA-CAP Costs	70,279.80		154,293.30	
General Operating Costs	12,507.86		5,648.53	
Travel	22,238.85		16,985.46	
Office Equipment	137,573.18		10,104.30	
Unemployment	1,267.00		4,030.64	
Per Diem	6,534.75		6,150.00	
Structure & Improvements	1,000.00		3,525.78	
Medical Services	16,595.00		10,133.41	
Intragovernmental Services	1,256.83		7,407.22	
Workers' Compensation	3,540.57		1,232.32	
Equipment Rental	25,297.33		0.00	
Total Expenditures		1,276,792.55		1,038,827.80
Current Year Reserves		(103,596.66)		30,610.28
Prior Year Reserves		866,602.70		835,992.42
Balance of Reserves		$ 763,006.04		$866,602.70

RETIREMENT SYSTEM

MEMBERS AND EMPLOYERS CONTRIBUTIONS

Fiscal Year Ending June 30	*Employees*	*Employers*
1984	$40,114,579	$114,918,021*
1983	37,835,981	106,905,245
1982	35,973,971	99,268,203
1981	36,001,782	74,479,257
1980	33,705,766	70,249,466

RETIREMENT ALLOWANCE RECIPIENTS

Fiscal Year Ending June 30	*State Employees*	*Teachers*	*Local District Employees*	*Total*
1984	6,985	7,513	3,754	18,255
1983	6,757	7,328	3,544	17,629
1982	6,518	7,182	3,332	17,032
1981	6,152	6,972	3,092	16,216
1980	5,878	6,774	2,905	15,557

*—Includes $14.4 million funding for the non-contributory teachers provided by the Legislative Appropriation Act (PL 1981, c. 316)

STATISTICS

	Active	*Inactive*
MEMBERSHIP—June 30, 1984:		
State Employees	14,051	8,254
Teachers	21,722	13,034
Participating Local Districts	8,473	2,635
TOTAL	44,246	23,923
RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1984:		
		Percent
State Employees	378	38.5%
Teachers	330	33.6%
Participating Local Districts	273	27.9%
TOTAL	981	
SURVIVOR BENEFITS—Authorized Year Ended June 30, 1984:		
		Percent
State Employees	11	84.6%
Teachers	0	0%
Participating Local Districts	2	15.4%
TOTAL	24	

Participating Local Districts	
Towns	102
Sewer & Water Districts	41
Cities	19
S.A.D.'s	18
Counties	16
Housing Authorities	12
Public Libraries	5
Miscellaneous	51
TOTAL	264

RETIREMENT SYSTEM

FINANCIAL HIGHLIGHTS

	6/30/84 Millions of Dollars	*Percent*	*6/30/83 Millions of Dollars*	*Percent*
At Cost				
Total Assets of Fund at Year End	658.7	100.0%	572.3	100.0%
Cash	30.6	4.6	13.6	2.4
Investments:	628.1		558.6	97.6
Corp. Stocks	302.5	45.9	264.8	46.2
Bonds	246.5	37.4	229.5	40.1
Mortgages	.1	.1	4.4	.8
Guaranteed Insurance Contact	9.8	1.5	9.8	1.7
Commingled Funds	69.2	10.5	50.2	8.8
At Market				
Total Assets of Fund at Year End	636.8	100.0%	650.2	100.0%
Cash	30.1	4.7	13.6	2.1
Investments:	606.7	95.3	636.6	97.9
Corp. Stocks	297.5	46.7	347.8	53.5
Bonds	231.2	36.3	224.4	34.5
Mortgages	.1	.1	4.4	.7
Guaranteed Insurance Contact	10.4	1.6	9.8	1.5
Commingled Funds	67.5	10.6	50.2	7.7

RETIREMENT ALLOWANCES paid—June 30, 1984

	Value		Persons	
	Dollars	Percent	Number	Percent
State Employees	$3,370,211	36.5%	6,988	38.3%
Teachers	4,522,724	49.7%	7,513	41.2%
Participating Local Districts	1,260,228	13.8%	3,754	20.5%
TOTAL	$9,103,163		18,255	

SURVIVOR BENEFITS paid—June 30, 1984

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$ 91,852	57.1%	430	56.1%
Teachers	45,139	28.1%	184	24.0%
Participating Local Districts	23,787	14.8%	152	19.9%
TOTAL	$ 160,778		766	

PUBLICATIONS:

Maine State Retirement System Laws, 1983 Revision

Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1983

Maine State Retirement System Group Insurance Plan for Stae Employees, Teachers and Participating Districts, 1983

Summary plans for each of the Participating Local Districts

Newsletter (irregular)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	605,515					605,515
Health Benefits	31,935					31,935
Retirement	95,524					95,524
Other Fringe Benefits	2,675					2,675
Computer Services—State	208,267					208,267
Other Contractual Service	2,000,243					2,000,243
Commodities	52,123					52,123
Grants—Subsidies—Pensions	78,855,221					78,855,221
Equipment	161,189					161,189
Interest—Debt Retirement	10,526,526					10,526,526
Transfers to Other Funds	59,545,809	993,534		451,313		58,100,962
TOTAL EXPENDITURES	152,114,061	993,534		451,313		150,669,214

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* Title 38, M.R.S.A., Sect. 951 et seq.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 7 public hearings and considered 61 applications for permits or variances. The Commission also considered 18 amendments to permits or variances previously granted. Staff has also conducted 84 site investigations during the twelve month period. These figures are representative of a sizeable increase in Commission business over previous years, an increase which reflects the recent surge in development activities within the Corridor. Development proposals considered by the Commission have also reflected a diversity of uses for river front lands. In addition to an increase in applications for permits for residential construction, the Commission has also considered more permit applications for non-residential uses including a proposal for redevelopment and conversion of an urban manufacturing building in Saco to retail commercial and residential uses and proposals for recreation-oriented development related to canoe use of the river. With increased development activity, there has also been an increase in violations of the land use provisions of the statute. While the Commission has dealt successfully with several situations requiring enforcement of the provisions of the Act, two remain unremedied.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:
- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free)

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	10,400	10,400				
TOTAL EXPENDITURES	10,400	10,400				

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412
Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 84 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $300,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to attempting to find a solution to the Sardine Industry's Wastewater Discharge Problem. The Sardine Council along with representatives from the Sardine Industry and the Department of Environmental Protection are working on a two year study to achieve this end. Also staff have been developing data to respond to the Federal Food and Drug Administration request for voluntary sodium labelling on prepared foods.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry petitioned the 110th Legislature to increase the sardine tax from 25¢ to 30¢ per case. The Legislature enacted this increase and this has now become law.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry.

Sardine Industry. During the 1983 season, the Industry saw one of the poorest catches of herring on the Maine coast in recent years. As a result the Sardine Industry packed 560,000 cases which is 44% lower than the last ten year agerage. Such fluctuations in the supply of raw material require substantial reductions in Council activities during poor years. These fluctuations continue to plague the Industry and make management of the resource extremely difficult. The State of Maine and the New England Regional Fishery Management Council continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	77,970		77,970			
Health Benefits	3,526		3,526			
Retirement	13,127		13,127			
Other Fringe Benefits	366		366			
Other Contractual Service	79,547		79,547			
Rents	2,300		2,300			
Commodities	3,086		3,086			
Transfers to Other Funds	5,412		5,412			
TOTAL EXPENDITURES	185,334		185,334			

MAINE SCHOOL BUILDING AUTHORITY

ROBERT BOOSE, CHAIRMAN
LEROY O. NISBETT, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mailing Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20 M.R.S.A., Sect. 3504
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 84 as outlined above.

Although this is an annual report for FY 84, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03

Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	720,541.37
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1982 through January 1, 1983 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$5,369,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 587,000.00
Outstanding Bonds at End of Period	$4,782,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1984.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

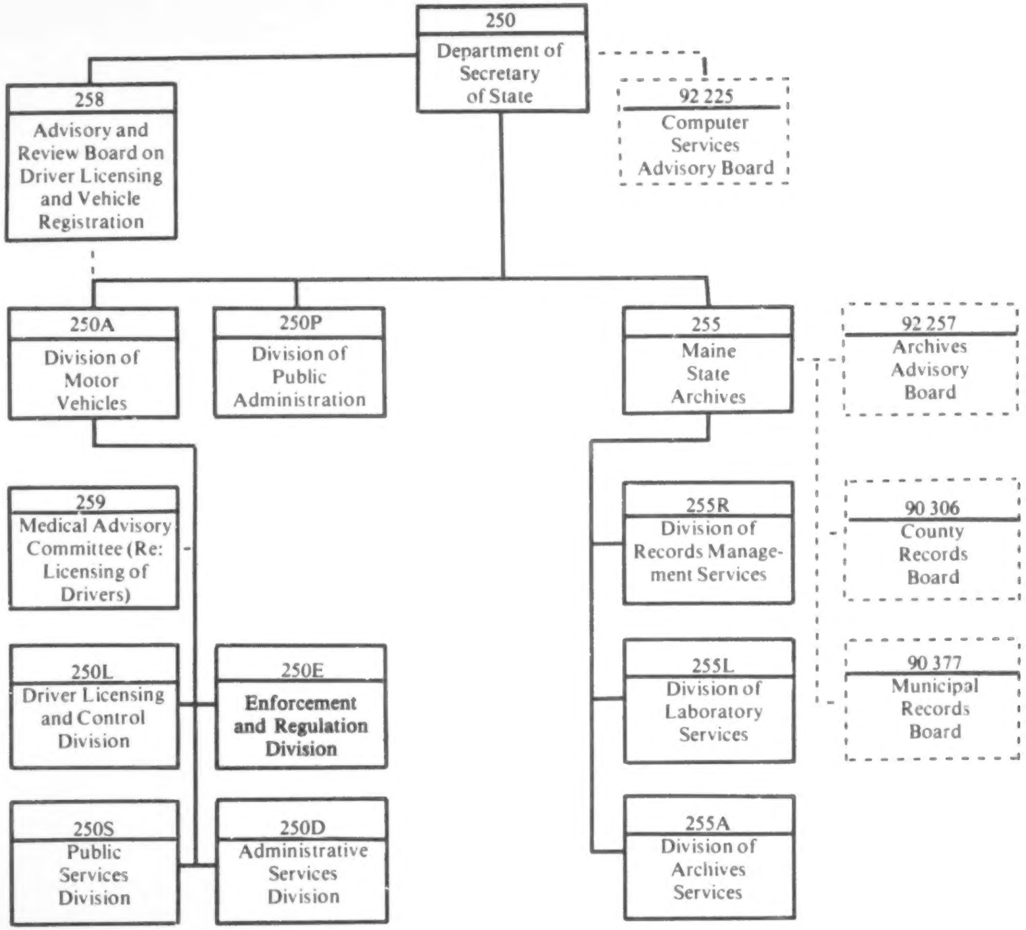
RODNEY S. QUINN, SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 333 *Legislative Count:* 365
Organizational Units:

- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29


250
Department of Secretary of State
92 225
Computer Services Advisory Board
258
Advisory and Review Board on Driver Licensing and Vehicle Registration
250A
Division of Motor Vehicles
250P
Division of Public Administration
255
Maine State Archives
92 257
Archives Advisory Board
259
Medical Advisory Committee (Re: Licensing of Drivers)
255R
Division of Records Management Services
90 306
County Records Board
250L
Driver Licensing and Control Division
250E
Enforcement and Regulation Division
255L
Division of Laboratory Services
90 377
Municipal Records Board
250S
Public Services Division
250D
Administrative Services Division
255A
Division of Archives Services

Approved by the Bureau of the Budget

SECRETARY OF STATE

CONSOLIDATED FINANCIAL CHART FOR FY 84
DEPARTMENT OF THE SECRETARY OF STATE

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	4,683,090	670,140	8,179	4,000,787	3,984	
Health Benefits	268,977	34,672		234,196	109	
Retirement	737,677	106,468	1,191	629,505	513	
Other Fringe Benefits	31,067	3,463	80	27,505	19	
Computer Services—State	332,327	2,264		330,063		
Other Contractual Service	1,172,214	98,493	683	1,071,202	1,836	
Rents	121,592	3,948		117,644		
Commodities	719,502	87,619	1,145	630,738		
Grants—Subsidies—Pensions	58,361	129		58,232		
Buildings and Improvement	9,557			9,557		
Equipment	298,571	333	16,291	281,947		
Transfers to Other Funds	296,820		1,149	295,194	477	
TOTAL EXPENDITURES	8,729,755	1,007,529	28,718	7,686,570	6,938	

to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 64 *Legislative Count:* 72

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The Motor Vehicle Division initiated a program to produce validation decals at the Main Office. The heart of the system is a special machine that utilizes carrier supported inks to produce a multi-colored decal. It has been successfully used for Registrations; Fuel Use Identification and Boat Excise Tax Decals.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94
Average Count—All Positions: 18 *Legislative Count:* 18
Organizational Units:
Office of the State Archivist
Division of Archives Services
Division of Laboratory Services
Division of Records Management Services
Archives Advisory Board
Advisory Committee on Judicial Records
County Records Board
Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage. The Maine State Archives is also cooperating with school systems who are undertaking special projects in the history of their local communities.

Publications Completed. Publications completed during FY 1984 include *Archives of the Maine Legislature: Legislative Index Series 1820-1825* and *Inaugural Addresses of the Governors of Maine, Volume I 1820-1862.*

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Micrographics Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. $1.00
Counties, Cities, Towns and Plantations of Maine—A Handbook of Incorporations, Dissolutions and Boundary Changes. $5.00
Lands and Forests: Maine and the Nation—A Select Bibliography. $1.00
Public Record Repositories in Maine. $5.25
Microfilm List—Maine Town and Census Records. $1.00
Archives of The Legislature of Maine: Legislative Index Series 1820-1825. $10.00
The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (Price to be announced)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. $3.00

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	294,713	294,713				
Health Benefits	14,498	14,498				
Retirement	45,775	45,775				
Other Fringe Benefits	1,375	1,375				
Other Contractual Service	30,129	29,446	683			
Commodities	20,092	18,947	1,145			
Equipment	16,291		16,291			
Transfers to Other Funds	737		737			
TOTAL EXPENDITURES	423,610	404,754	18,856			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The long-planned conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system was begun in FY 1984. Researchers will now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the publication *Archives of the Maine Legislature: 1820-1825* was also generated by computer from finding aids that had been compiled by the staff over the past several years. Other computer-facilitated projects underway include a detailed index of the agency's most extensive photographic collections, and a master index of all Maine men who served in the Revolutionary War. In response to a 1984 Congressional Resolution, a special effort is being made to try to identify Black soldiers from Maine whose descendents are qualified to be numbered among the heirs of those who served in the American War for Independence.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

DIVISION OF DRIVER LICENSING AND CONTROL

GEORGE STORER, DIVISION CHIEF
SHIRLEY HARVEY, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2398
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Established: 1920 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 53 *Legislative Count:* 59

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Administrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver License and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary function and activities of the Division of Driver Licensing and Control, were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions to driver histories; case review of individual driver records for appropriate administrative action against repeat violators, or suspending the license or registration as mandated by law; conducting administrative hearings as requested by the individual to whom action was taken against, either by reason of convictions or uninsured accidents. Hearings were also conducted for those suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor.

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3585
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 91 *Legislative Count:* 102

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce law in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulations Division was established by the reorganization of Examinations and Enforcement in FY 1983. This reorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has five major functions. These functions include Driver Licensing, Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During the FY 82 Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These five functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: The Division of Enforcement and Regulation is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division has a completely automated scheduling process for examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle inspectors in 1978 were given limited enforcement powers to ensure the dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:
- Driver licenses—Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer
- Boat or snowmobile trailer dealer

- Loaner
- Transporter
- Bus operator
- Commercial driver education school license

Permits:
- Instruction—Class (1) (2) (3) and motorcycle
- Permit for dealer to operate loaded vehicles
- Vehicle titles.

PUBLICATIONS:
- Driver Examination Manual—no fee
- Motor Vehicle Laws Title (29)—no fee
- Rules and Regulations—no fee
- Commercial Schools--no fee

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microcilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies. The Photoduplication Laboratory initiated a weekly series of workshops focusing on the history of photography. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PROGRAM: Major accomplishments during the past fiscal year include:

(1) Five all-day meetings of the Medical Advisory Board to develop new medical standards for driver licensure. Final results are to be printed and distributed to all Maine physicians.
(2) Passage/Promotion of LD 596..An Amendment to Title 29, MRSA, Section 547, which provided nonliability for physicians and other persons who report to the Secretary of State physical and mental impairments of licensees who present a threat to driving safety.
(3) Increased Board membership to nine members representing a specialist in nine medical areas.
(4) Planning medical peer group training at Maine Medical Association county society meetings.

PUBLICATIONS:

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289[illegible]761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1905 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 288 *Permanent Legislative Count:* 323

PURPOSE: The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and four Divisions, Administrative Services, Driver Licensing Control, Examination and Enforcement and Public Services.

In FY 82 two new areas of responsibility were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and renamed the Division of Enforcement and Regulation.

PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 10 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 383 Municipal Agents.

LICENSES, PERMITS, ETC.:

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer
- Motorcycle Dealer

    - Boat or Snowmobile Trailer
    - Loaner
    - Transporter
    - Titles issued for 1975 and newer vehicles which are registered
    - Bus Operator
- Registration:
    - Passenger Car
    - Truck
    - Motorcycle
    - Moped
    - Trailer
    - Tractor
    - Antique Motor Cars
    - Semi-trailers
- Permit:
    - Instruction (operator)
    - Instruction (motorcycle)
    - Transit (registration allowing one way trip of unregistered vehicle)
    - To Cross Highway (golf carts, lawnmowers, etc.)
    - Short term gross weight increase
    - To Operate School Bus

PUBLICATIONS:

- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,004,771			4,000,787	3,984	
Health Benefits	234,305			234,196	109	
Retirement	630,018			629,505	513	
Other Fringe Benefits	27,524			27,505	19	
Computer Services—State	330,063			330,063		
Other Contractual Service	1,073,038			1,071,202	1,836	
Rents	117,644			117,644		
Commodities	630,738			630,738		
Grants—Subsidies—Pensions	58,232			58,232		
Buildings and Improvement	9,557			9,557		
Equipment	281,947			281,947		
Transfers to Other Funds	295,671			295,194	477	
TOTAL EXPENDITURES	7,693,508			7,686,570	6,938	

DIVISION OF PUBLIC ADMINISTRATION
JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676
Established: 1979 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 26 *Permanent Legislative Count:* 26

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has a significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

- Regulations:
    - Regulation of Trading Stamp Companies
- Commissions:
    - Notary Public
- Filings:
    - Administrative Rules and Regulations
    - Domestic Profit & Nonprofit Corporations
    - Foreign Profit & Nonprofit Corporations
    - Miscellaneous Filings by State Agencies
    - Trade Marks & Servicemarks
    - Uniform Commercial Code
    - Uniform Limited Partnership
    - Lobbyist Registrations

PUBLICATIONS:

- Business Corporations, Laws Relating To
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Running for Office in Maine
- Trade Mark & Servicemark Laws
- Registered Lobbyists

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	383,606	375,427	8,179			
Health Benefits	20,174	20,174				
Retirement	61,884	60,693	1,191			
Other Fringe Benefits	2,168	2,088	80			
Computer Services—State	2,264	2,264				
Other Contractual Service	69,047	69,047				
Rents	3,948	3,948				
Commodities	68,672	68,672				
Grants—Subsidies—Pensions	129	129				
Equipment	333	333				
Transfers to Other Funds	412		412			
TOTAL EXPENDITURES	612,637	602,775	9,862			

PUBLIC SERVICES DIVISION

CAROLYN MANSON, DIVISION CHIEF
JENNIE BREED, BRANCH CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 80 *Permanent Legislative Count:* 90

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle operator license renewals; to issue fuel use identification decals, and, to establish reciprocity agreements relating to these subjects with other jurisdictions.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Bureau of Public Services is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; municipal registration—authorized in 1976 which now includes 383 municipalities; registration of all classes and types of vehicles; development and monitoring of reciprocity agreements with other states and jurisdictions; administration of 10 Branch Offices throughout the State; issuance of Fuel Use Identification Decals for implementation of fuel use tax requirements; and implementing in 1983, "Mirror Reciprocity" program for third structure taxes levied by other jurisdictions for commercial vehicles; and participation in the New England Regional Fuel Tax Agreement Compact.

The Title and Anti-Theft Branch was moved to the Division of Examination and Enforcement in June 1982.

PROGRAM: The Municipal Registration Program has continued to expand with a total of 383 municipalities participating. Of these, 142 have completed training and are qualified to issue new registrations with the remaining 241 processing re-registrations.

The Commercial Vehicle Program expanded with the issuance of Commodity Permits and Special Permits for trucks carrying special commodities.

"Mirror Reciprocity" legislation was re-drafted and re-enacted as an Emergency in April 1984. The Secretary of State is authorized to implement a "Mirror Reciprocity" Program with those jurisdictions that levy Third Structure Highway Taxes. It is anticipated that this Program will commence in the Fall of 1984 and will include commercial vehicles traveling in Maine from thirteen states.

Legislation was enacted in 1984 permitting the State of Maine to enter into a New England Regional Fuel Tax Compact. The States of Vermont, New Hampshire and Connecticut are also expected to be participants. The effective date of the Agreement is January 1985. The Agreement will facilitate a simplified reporting procedure for affected motor carriers as the State's involved will provide mutual assistance in the administration and collection of motor fuel taxes and Fuel Use Identification Decal fees.

A study assessing the impact of Maine entering the International Registration Plan will be completed during FY 85. The International Registration Plan; is a registration reciprocity agreement for commercial vehicles and has been implemented in thirty jurisdictions throughout the United States and Canada.

LICENSES, PERMITS, ETC.:

Motor Vehicle Operator Licenses
Vehicle Registrations
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)
Fuel Use Identification Decals
Commodity Permits
Special Increased Gross Weight Permits

PUBLICATIONS:

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

SAMUEL S. SILSBY, JR., ACTING DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 94

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for creating, maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government, including a review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

STERILIZATION PROCEDURES REVIEW COMMITTEE

Central Office: Chief Advocate, MH & MR *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 427; *Citation:* 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established during fiscal year 1984 to review annually the authorization of sterilizations under 34B Chapter 7 for the purpose of assessing the need for any changes in the procedures or standards set forth in this chapter.

ORGANIZATION: The Committee, once formally established, will consist of not less than six members who represent the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation, and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The establishment of the Committee was underway during FY 84, but was not at the point of having full membership.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit, when it begins operation, will be included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

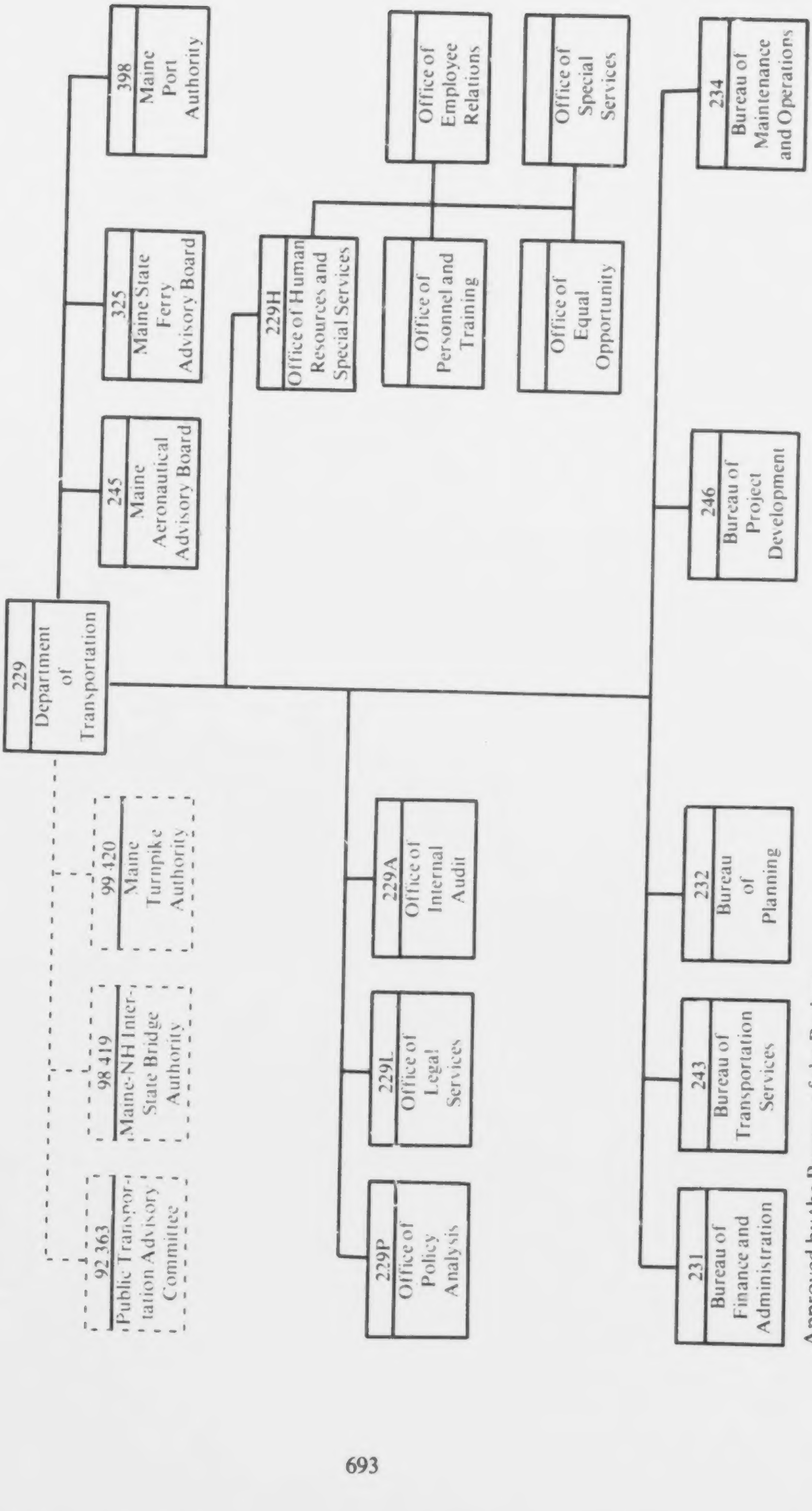
Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205
Average Count—All Positions: 2,407 *Legislative Count:* 2407
Organizational Units:

Bureau of Finance and Administration
Bureau of Transportation Services
Bureau of Planning
Bureau of Project Development
Bureau of Maintenance & Operations
Office of Human Resources and Special Services
Office of Policy Analysis
Office of Legal Services
Office of Internal Audit
Maine State Ferry Advisory Board
Maine Port Authority
Maine Aeronautical Advisory Board

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national,

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17


229 Department of Transportation
245 Maine Aeronautical Advisory Board
325 Maine State Ferry Advisory Board
398 Maine Port Authority
99 420 Maine Turnpike Authority
98 419 Maine-NH Inter-State Bridge Authority
92 363 Public Transportation Advisory Committee
229H Office of Human Resources and Special Services
Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations
Office of Special Services
229A Office of Internal Audit
229L Office of Legal Services
229P Office of Policy Analysis
246 Bureau of Project Development
234 Bureau of Maintenance and Operations
232 Bureau of Planning
243 Bureau of Transportation Services
231 Bureau of Finance and Administration

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,875,628	139,077		29,068,468	7,604,032	2,064,051
Health Benefits	2,381,891	4,111		1,797,183	297,682	282,915
Retirement	6,504,518	22,372		4,700,705	1,010,190	771,251
Other Fringe Benefits	285,668	854		248,194		36,620
Other Contractual Service	21,571,872	71,577	145,784	4,074,490	1,738,380	15,650,038
Rents	17,060,789	716		16,680,637	211,285	168,151
Commodities	12,731,807	3,142	7	11,744,982	117,025	866,651
Grants—Subsidies—Pensions	16,087,677	594,883		13,176,562	1,848,815	467,417
Purchases of Land	2,121,665			169,917	1,880,990	70,758
Buildings and Improvement	244,172			63,064	139,200	41,908
Equipment	52,663,735		107,888	13,428,322	38,161,595	965,930
Interest—Debt Retirement	14,604,030			14,491,660		112,370
Transfers to Other Funds	3,476,017	1,401,118	502	1,845,713	2,835	225,849
TOTAL EXPENDITURES	188,609,469	2,237,850	145,784	111,489,897	53,012,029	21,723,909

regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organization chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1984: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration.

BUREAU OF FINANCE AND ADMINISTRATION

EARLE O. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 60 *Legislative Count:* 60
Organizational Units:
Financial Management Division
Systems & Support Services Division
Financial Analysis Division
Computer Services Division
Contract Audit Section

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, Financial Analysis, and Contract Audit.

PROGRAM: The Bureau, in an effort to improve fiscal management, conducted a detailed review and comparisons of actual revenues with estimated projections and developed revised expenditure limits for the various programs. This included a comprehensive review of all requirements for travel, purchasing supplies and equipment and filling personnel vacancies.

The cash flow of Federal funds received from the Federal Highway Administration was increased by utilizing a weekly billing system. This provides additional income through increased interest revenue. The computerized Organizational Unit Code System developed to provide improved cost accounting records is being further developed to provide the Bureau and Division Heads budget information and expenditures by individual units within their organizations.

During Fiscal Year 1984, a computerized Capital Equipment Inventory System was implemented. This provides the Department with computer listings of all capital equipment assigned to each bureau. The Project Management Information System (PROMIS) developed jointly by MDOT and a consultant in FY 1983 is being utilized and the Capital Improvement Programming and Financial Management portions of the System are fully functional and is the primary source of data for the financial management of all Federal/State projects within the Department. This System is the basis for the weekly billing to the Federal Highway Administration.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,471,910			2,871,726	600,184	
Health Benefits	166,183			138,177	28,006	
Retirement	535,920			446,820	89,100	
Other Fringe Benefits	19.672			19,672		
Other Contractual Service	164,202			—125,199	289,401	
Rents	826,098			796,773	29,325	
Commodities	270,684			265,195	5,489	
Grants—Subsidies—Pensions	86,646			— 951	87,597	
Purchases of Land	—14,720			—14,720		
Equipment	107,957			127,117	—19,160	
Transfers to Other Funds	1,255,602			1,255,602		
TOTAL EXPENDITURES	6,890,154			5,780,212	1,109,942	

BUREAU OF TRANSPORTATION SERVICES
WILLIAM F. FERNALD, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 25, 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* M.R.S.A., Sect. 4206
Average Count—All Positions: 87 *Legislative Count:* 87

PURPOSE: The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau also undertakes a continuing analysis of the Maine Port traffic. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for both ports and the ferry service and administers the operations and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. This includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. Promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of the 1977, 1979, 1981, and 1983 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) $4.3 million dollars of Federal funds were received for improvements at Maine's 40 publicly owned airports. Combined Federal, State and local funds allowed for a total program of $5.1 million dollars. The Maine Department of Transportation entered into a contractual agreement with the FAA for the inspection of 51 airports and for the updating of the Airport Master Records. Additionally, the Division of Aeronautics investigated 30 aircraft accidents; reimbursed 33 sponsors of publicly owned airports for a portion of their snow removal costs for a total outlay of $169,432; registered 840 aircrat, 75 airports, and collected $79,132 in excise taxes in behalf of Maine communities. The Augusta State Airport is now served by two commuter airlines and total passenger enplanements and deplanements remained nearly constant at just over 22,000. A new Executive Aircraft was acquired and use has increased over last year.

Rail Transportation Division. Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, the Maine Central Railroad, and the Bangor and Aroostook Railroad. Rehabilitation projects are proposed on the Aroostook Valley Railroad and the Bangor and Aroostook Railroad. The Division also is participating in Guilford Industries' proceedings before the Interstate Commerce Commission to acquire the Boston and Maine Corporation and Delaware and Hudson Railroad.

Public Transportation Division. During fiscal year 1984, the Division continued to provide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1983, the Division contracted with 25 different transportation providers. State funds consisted of $500,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. In addition, an Amoco fuel refund of $70,000 was provided to regions of the State that had been involved with Amoco stations. The Federal program consisted of four separate grants, totalling approximately $2,585,617 and with the match provided approximately $3,232,021 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing the rates and charges of the State Ferry Service. A new Ferry has been designed, and state match funding was included in the 1983 Port Development Bond Issue. Federal funding has been applied for. During the calendar year 1983, the State Ferry Service transported 97,441 vehicles and 270,019 passengers between the three mainland and four island terminals. In addition, a rehabilitation of the Swans Island and Lincolnville transfer bridges were completed as well as major preventive maintenance items on all five ferry vessels. In addition the new "55-46" funding plan recommended by the legislative Audit and Program Review Committee was implemented. The Chebeague Island Pier was also rebuilt for the Casco Bay Island Transit

District. Preliminary engineering and environmental work was also completed for the Sears Island and Eastport Cargo Ports. Funding for these projects and Portland were included in 1983 Port Development Bond Issue. The Division is also direting implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, Vinalhaven, Eastport and Portland are complete. Stonington is under construction currently. The Division is working to improve the flow of import-export cargo through Maine Ports. It conducted a Cargo Traffic Survey in 1983. It is also working with existing operators, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities.

LICENSES, PERMITS, ETC.:

- Permit:
  - Dispersal of Chemicals by Aircraft
  - Firing or Launching of Rocket or Missile
  - Commercial Temporary Landing Area—Land
  - Commercial Temporary Landing Area—Seaplane
- Certificate:
  - Aircraft Registration
  - Certificated Air Carrier Airport Registration
  - Commuter Air Carrier Airport Registration
  - Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
  - Noncommercial Registration—Heliport
  - Noncommercial Registration—General Aviation II—Airport, Seaplane Base
  - Airport Dealer's Registration—Franchise
  - Airport Dealer's Registration—Broker

PUBLICATIONS:

- Ferry Service Sailing Schedules—no fee
- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,226,453	139,077			68,312	1,019,064
Health Benefits	60,706	4,111			2,882	53,713
Retirement	190,289	22,372			9,505	158,412
Other Fringe Benefits	8,253	854				7,399
Other Contractual Service	3,233,698	71,577	37,387		315,833	2,808,901
Rents	8,739	716			425	7,598
Commodities	127,634	3,142	7		52	124,433
Grants—Subsidies—Pensions	1,926,433	594,883			945,068	386,482
Purchases of Land	71,274				516	70,758
Buildings and Improvement	181,108				139,200	41,908
Equipment	1,725,403		107,888		651,585	965,930
Interest—Debt Retirement	112,370					112,370
Transfers to Other Funds	1,455,494	1,401,118	502		2,349	51,525
TOTAL EXPENDITURES	10,327,854	2,237,850	145,784		2,135,727	5,808,493

BUREAU OF PLANNING
GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3131
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45 *Legislative Count:* 45

Organizational Units:
Systems Planning Division
Safety and Data Systems Division
Program Management Division
Pavement Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau appears as spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems. In November 1982, the Division of Pavement Management was added to the Bureau.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows:

Systems Planning. This Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary.

Program Management. This Division commenced developing the MDOT biennial Transportation Investment Program for FY 86-87 based on in-field reviews of project requests from private individuals, municipal officials, and MDOT personnel. Projects will be selected based on a critical project evaluation and priority analysis. This Division also maintains highway statistics including a history of Federal and State highways.

Safety and Data Systems. This Division is responsible for the compilation of accident data based on accident reports forwarded by the Maine State Police. Accumulated information is condensed to identify "High Accident Locations" and supply a five year record of accidents at any point on approximately 22,000 miles of Federal-aid, State highways and town ways in Maine. This data is entered into the Bureau's computer based Transportation Integrated Network Information System for ready access by Planning as well as other Bureaus within the

Department and safety program evaluations are conducted on a continuing basis.

Other responsibilities include the collection and compilation of data from traffic counting, vehicle classification, sufficiency rating, truck weighing and speed monitoring.

Pavement Management. This Division provides an organized methodology to assist in evaluating pavement and shoulder conditions of the State and Federal highway systems at the network and project levels. This system establishes the actual condition of the pavement and shoulders and observes and predicts the changes in these conditions with time. On a project basis, the system is used in prioritizing and evaluating candidates for resurfacing, rehabilitation and reconstruction. The Pavement Management division is responsible for determining those data needed, assignment of areas to be tested with non-destructive strength testing and roughness measuring devices, coordination with other Bureaus and over-all administration of this activity.

PUBLICATIONS:

Transportation Investment Program
Rail Safety Improvement Program
Highway Safety Improvement Program

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Bureau of Finance and Administration.

BUREAU OF PROJECT DEVELOPMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 500 *Legislative Count:* 500

Organizational Units:

Location and Environment
Right of Way
Construction
Design
Materials and Research
Project Management

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through construction completion. Certain Divisions within the Bureau; primarily Location and Environment, Materials and Research, and Right-of-Way; also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Environment, Design, Right-of-Way, Construction, Materials and Research, and Project Management. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 103 projects to the construction stage during the fiscal year. These projects had a contract value of over $56.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues to increase in pace as a result of recent increases in both Federal-aid and Stae revenues. A number of major projects were awarded to contractors for construction including Bingham, U.S. 201; Houlton, I-95 completion; Yarmouth-Freeport, I-95 highway and bridges; Bangor-Brewer, I-395 Penobscot River Bridge; Portland-Falmouth, U.S. 1 Martin Point Bridge; Caribou, South Maine Street; Charleston to Dover Foxcroft, Route 15; South Portland-Portland, U.S. 1 Veterans Memorial Bridge; and Topsfield to Danforth, U.S. 1. Other programs and activities of the Divisions are as follows.

Location & Environment. This Division, since July 1, 1981, has consisted of two sections; the Location Section and the Environmental Services Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project related preliminary, preconstruction and construction survey activities. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and as necessary determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an as needed basis. It also conducts special surveys such as those related to right-of-way monumentation control, noise, and hydrographics; and performs required air and noise analyses. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering required by the Division. All units provide assistance in special environmental studies on an as needed basis.

The Environmental Services Section has four Scientific/Technical Units. The Environmental Planning Unit provides early environmental information reviews for highway and bridge projects, gathers natural and cultural resource data, and maintains liaison with natural and cultural resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, recommends project mitigation and protection measures, and administers consultant environmental impact statement contracts. The Landscape Group makes project loam and seed recommendations, designs and inspects landscaping projects, conducts agronomic research, and has an important shared management role in the Bureau of Maintenance & Operations' weed and brush control program. The Well Claims Group supports both Transportation Investment and Maintenance Programs by investigating claims of damage to private water supplies, by repairing and replacing wells and by providing compensation. All units may conduct or be involved in special environmental studies such as the ongoing maintenance lot project emphasizing salt storage.

Both Sections occasionally provide services for other State and Federal agencies.

Design. To alleviate traffic congestion in Bangor and Brewer, an extension of Interstate 395 is underway to provide four lanes of highway across the Penobscot River terminating at Route 1A. This work was the culmination of four years of planning, hearings, and environmental impact investigations involving the public, Federal, and State agencies.

Several highway and bridge construction contracts are in progress in Brewer, a contract was recently awarded to build a new bridge carrying I-395 over the Penobscot River and a contract will soon be let to complete the I-395 extension on the Bangor end of the new bridge. The I-395 Penobscot River Bridge construction contract is the largest such contract awarded by the State, costing nearly $14 million.

A number of highway resurfacing projects were designed and brought to the construction stage on a very tight schedule in response to rapid deterioration of the roadway surface. Two notable improvements in this category are on U.S. Route 1 from Topsfield to Danforth and on State Route 9 from T28MD to WEsley. This latter section includes a combination of Federal aid resurfacing and State funded maintenance paving.

Preliminary plans have been developed for several alternatives that would improve the Route 77 crossing of Fore River between Portland and South Portland, currently spanned by the so-called Million Dollar Bridge. The alternatives developed combine different horizontal and vertical roadway alignments over two possible new bridge locations to provide a wide range of possibilities for discussion. An alternative is also being developed that would rehabilitate the existing structure.

To continue the policy of providing assistance to the traveling public, tourist information centers are being designed at selected locations in Yarmouth and in Calais. Because of the expertise required, the Department has elected to hire outside architectural firms to plan and design these facilities. This practice has worked well in the past and has produced some outstanding facilities such as that constructed in Kittery which has attained national attention. In addition, several signing kiosks are being designed for locations throughout the state to aid the traveling public in obtaining directional information easily.

At Searsport, a causeway to Sears Island has been designed. This will provide access to that island where deep water cargo docking facilities are being planned.

Right-of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 72 projects involving the appraisal and negotiation of 1,115 parcels with a total appraised value of $1,725,000. The Division administered the Department's $1.8 million Railroad-Highway Grade Crossing Improvement Program. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and municipal/State agreements. There were about 50 sign sites negotiated this year. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division personnel removed 622 illegal and abandoned signs without compensation, and issued 2,249 Official Business Directional Sign permits. Approximately 2,000 permits accommodating utilities within the highway right-of-way were issued and over 3,200 requests for information regarding highway rights-of-way were processed. Fourteen (14) railroad hearings were conducted, resulting in draft decrees for the Commissioner's consideration and issuance.

Construction. During Fiscal Year 1984, the Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for eighty-seven contracts amounting to an estimated $54,000,000.00 as follows:

25	Complete highway construction contracts (including bridges)
1	Highway grading and base contract
24	Highway paving contracts
2	Highway intersection improvements contracts
12	Bridge construction contracts (including approaches)
6	Bridge deck replacement contracts
3	Bridge rehabilitation contracts
1	Bridge sidewalk contract
7	Traffic signal contracts
1	Grading custom facility contract
1	Commuter parking area contract
1	Exit ramp contract
1	Bikeway contract
1	Roadside improvement contract
1	Weigh in motion contract

Materials & Research. This Division consists of four sections: Soils, Research, Field Quality Control, and Physical Testing.

The *Field Quality Control Section* is responsible for providing a testing service to others within DOT. During the past year a total of 118 projects required the services of this group. There were 62 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by five different suppliers and each product monitored for quality and workmanship. A total of 27 personnel completed approximately 9,100 tests for acceptance at an approximate cost of $37 per test. In addition, nearly 750 independent assurance samples of 36 different products were tested.

The *Soils Section* conducted subsurface investigation for all projects on which the Design Division required subsurface information. Soils reports, materials inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The *Physical Testing Section is responsible for providing testing services for those products not able to be tested within the field. The laboratory has a staff which includes chemistry, bituminous liquids, aggregates, concrete and bituminous mix design facilities. A list of acceptable sources for products used in the transportation field is annually reviewed and updated.*

The Research Section is responsible for research concerning materials and methods used in constructing and maintaining highways and bridges. During the past year, investigations were concluded and final reports published as follows:

The Production and Testing of Calcium Magnesium Acetate; Field Trials and Evaluation of Foamed Asphalt; Frictional Resistance of Smooth versus Ribbed Tires; Recycled Pavements in Maine; Wildlife Using Right-of-Ways Along I-95; Tensile Strength of Bituminous Concrete; Weight-In-Motion Instrumentation of a Bridge; Solar Energy for Highway Use; Evaluation of the Water Susceptibility Test; A Survey of Coatings Used by Highway Departments; Sulfur Extended Asphalt Use in Maine; Traffic Marking Systems; and Use of Asphalt Emulsions in Highway Applications. Active studies for which interim reports are available include: Further work on Weigh-in-Motion Instrumentation; and study on Frictional Resistance of Pavements.

As an on-going study, priorities for testing new products are established relative to current needs and various products are evaluated to determine which provide the best results for the specific purpose. The results of this program provide a basis for recommending what proudcts are considered acceptable for use in terms of performance and cost. Part of the new products program is to provide various "Approved Lists" of products for use in highway-related construction. This is accomplished by testing and/or reviewing test reports to insure that the product(s) meets specific AASHTO and ASTM Specifications.

Project Management. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has major responsibility for the management of a Program/Project Management Information System (PROMIS). This system provides a computer-oriented database for project development and funding data. Use of this new system will have a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (program level, budget cost, schedule, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:
- Outdoor Advertising
- Utility Location

PUBLICATIONS: (Provided free upon request)

83-1 Production and Testing of Calcium Magnesium Acetate in Maine
83-2 Field Trials and Evaluation of Foamed Asphalt Construction Projects
83-3 Frictional Resistance of Pavements (Smooth vs Ribbed Tires)
83-4 History of Recycled Pavements in Maine
83-5 Wildlife Population Utilizing R/W Habitats Along I-95 in Northern Maine
83-6 Tensile Strength of Bituminous Concrete
83-7 Weigh in Motion Instrumentation of A Bridge
83-8 Solar Energy for Highway Use
83-9 Evaluation of Water Susceptibility Test
83-10 A Survey of Coating and Systems Specified By The State Highway Departments
83-11 First Field Trials with Sulfur Extended Asphalt Binders in Maine
83-12 Pavement Traffic Marking System Survey
83-13 Field Trials and Evaluation of Foamed Asphalt Construction Projects
83-14 Use of Asphalt Emulsions in Highway Applications

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,049,583			4,167,774	6,881,809	
Health Benefits	519,368			253,227	266,141	
Retirement	1,732,061			828,130	903,931	
Other Fringe Benefits	51,240			51,240		
Other Contractual Service	2,345,819			1,211,886	1,133,933	
Rents	486,745			292,162	194,583	
Commodities	—120,402			—175,300	54,898	
Grants—Subsidies—Pensions	561,266			—254,884	816,150	
Purchases of Land	2,141,884			261,581	1,880,303	
Buildings and Improvement	6,034			6,034		
Equipment	45,216,636			7,792,918	37,423,718	
Interest—Dept Retirement	14.491,660			14,491,660		
Transfers to Other Funds	162,806			162,806		
TOTAL EXPENDITURES	78,644,700			29,089,234	49,555,466	

BUREAU OF MAINTENANCE AND OPERATIONS

ALDEN G. SMALL, DIRECTOR, DEPUTY CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 1,500 *Legislative Count:* 1,500
Organizational Units:

- Highway Maintenance Division
- Bridge Maintenance Division
- Traffic Engineering Division
- State Aid Division
- Motor Transport Service
- Radio Operations Section
- Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 16,087 lane miles of State and State-aid highways; the winter maintenance of 8,055 lane miles of State highways; the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

Highway Maintenance Division.

Winter Maintenance: This past winter several maintenance facilities were upgraded to provide better service for difficult winter maintenance areas. Two of these were in Aroostook County. In Madawaska, a rental purchase was worked out with Cianbro Corporation to purchase an existing maintenance facility. These buildings and lot were half-way between our Fort Kent and Van Buren lots, which enabled us to phase out a Grand Isle satellite and reduce the Frenchville lot which was inadequate to an unmanned satellite. In Ashland, a design build contract was let for a new facility there which when completed will replace a condemned building right in the town and get us out into the country a short ways. We have also just recently hired an architect to redesign a standard plan for maintenance buildings which we will use to replace a facility in Freeport recently taken by construction of I-95 near the Desert Road.

Summer Maintenance: The Department's most popular program, hot maintenance mulch used 272,900 tons to resurface 604 miles of road this year. When not working on this program we are preparing the coming year's program with new culverts where needed and ditching trying to extend the life of the pavement a few more years.

Bridge Maintenance Division. Maintenance of the 2800 state maintained bridges continued at the same level as in the past year. Emphasis on bridge work in the capital improvement program has allowed more effort on preventative and routine maintenance activities, such as bridge cleaning, joint sealing, channel maintenance, concrete repairs and bridge rail repairs. Opening of the new Wiscasset-Edgecomb bridge and major rehabilitation of the Waldo-Hancock, Deer Isle and other bridges that have in the past required extensive maintenance has reduced the cost of extraordinary maintenance. In addition to routine maintenance, major work included deck rehabilitation, wearing surface replacement, and painting.

Force account work included reconstruction of the Annabessacook Mill Bridge in Monmouth and the reinforcement of the Lovejoy Covered Bridge in Andover. Maintenance of the Ferry Terminal Transfer bridges for the Bureau of Waterways continued with emphasis on painting and structural repairs.

Painting of the Towers of the Carlton Bridge in Bath was completed by contract. In addition, Legislation was passed allowing D.O.T. to assume 100% responsibility for the cost of maintenance and operations of this structure.

Bridge inspection, an activity 80% federally funded, has been expanded to include approximately 500 local bridges less than 20 feet in length. This additional information will assist the department in a study being conducted to determine the cost of the local system.

Traffic Engineering Division. The Traffic Engineering Section continues to maintain, install, and design traffic control devices as follows:

Painted pavement parking were applied at 373 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. 93,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 5,000 miles of conventional highways. This year, additional edgeline mileage will be striped to enhance drive safety. The entire pavement marking program will be funded using Federal Force Account procedures.

Maintenance operations on electrical systems, flashing beacons and street lighting systems were continued, with reductions in street lighting levels where possible. 15,000 signs were manufactured and distributed to various sections and divisions for distribution. Two Federal Force Account Interstate Signing Projects have been established to perform major sign refurbishing on I-95 between Falmouth and Yarmouth and Oakfield and Sherman. Plans and specifications were developed for 18 traffic signal projects, 2 major signing projects, 2 major lighting projects, and 87 traffic control plans (TCP) for construction projects. We are also continuing work on a Statewide Federal Aid Project study on the operation of about 160 signalized intersections throughout the State. It is the objective of this study to improve efficiency, safety, and reliability by improved utilization of existing equipment and conditions.

As a part of Maine's so-called "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. 1,700 pre-approval location reviews of business directional signs are accomplished by Traffic Engineering Personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews of requests from other operating divisions, and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Safety Rest Area Program. The Bureau of Maintenance and Operations maintains approximately 110 Safety Rest Areas and 115 Turnouts. The rest areas are spaced along routes most likely to carry the long-distance traveller in order to provide locations to relieve travel fatigue. They are generally located in pleasant locations to encourage motorists to stop and leave the road for rest and relaxation in order to continue their journey a more alert and safer driver. Litter barrels are provided for motorists to dispose of travel litter. Rudimentary toilet facilities are provided at most locations. For those travellers wishing to picnic, tables and fireplaces are provided and drinking water is provided at 41 locations.

There are 7 rest areas in the State with modern toilet facilities. Five are located along the

Interstate system at Kittery, Augusta NB, Pittsfield NB, Pittsfield SB and Houlton. The other facilities are located on Route 1 in West Bath and Newcastle.

Newcastle. The rest of the areas are equipped with the old fashioned outhouses which are extremely inadequate for the amount of traffic experienced especially on the Interstate Syhstem. Now that the last piece of Interstate is being constructed it would be our recommendation that more modern facilities replace these antiquated areas as soon as possible.

Permit Section. For the fiscal year 1984, the Permit Section, including the 7 Division Offices, issued a total of 17,035 Overlimit Permits for moving loads that exceeded the legal limits; 463 Road Opening Permits for repair work or for new utility installations; 171 Exempt Certificates for Fuel Oil Delivery Vehicles; 18 Bulk Milk/Grain Certificates for Posted Roads; 75 Trip Tickets for trucks hauling perishable products; and 1 certificate was issued to a terminal for Reasonable Access Permit for Double Bottoms and 48' Semi-Trailers.

Radio Operations. The Radio Operations Section will continue its efforts to update communications equipment and facilities. Equipment located in Divisions 1, and 2 has been replaced in order to comply with new Federal Communications Commission guidelines. In fiscal 1985, an additional repeater site will be sought after for the Dixfield Office. This is to provide them with improved communications in the Fryeburg/Lovell area. Additional mobiles will be purchased for our winter maintenance vehicles (approximately 90 units are needed.)

Motor Transport Service. Twenty-two (22) 6 x 4 (wheelers) are on order with production scheduled to start sometime in September 1984. Twenty-four loader backhoes are going out for bid to be procured in 1984. Additionally, we have purchased some crew cabs for the Bridge Division. The wing which was designed and built at MTS, has worked well in tests conducted during the past winter. Unfortunately, the winter ended before we could obtain adequate data on the new plow which was developed at MTS. Testing on the plow will continue.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981 and "new" units as necessary to complete projects under agreement prior to January 1, 1981 will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the 19½ million dollars committed November of 1981 approximately 6¼ million dollars remain to be expended as of February 1984. Project work as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit on the expenditure of committed State Aid funds.

LICENSES, PERMITS, ETC.

- Permit:
  - Road Opening
  - Driveway Entrance
  - Overlimit (Height, Weight, Width, Length) Vehicles
  - Studded Tires
- Certificate:
  - Fuel Oil Exemption
  - Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee

Regulations and Instructions Governing Overweight and Overdimension—no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed, $3.00)

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	23,127,682			22,028,968	53,727	1,044,987
Health Benefits	1,635,634			1,405,839		229,202
Retirement	4,046,248			3,425,755	7,654	612,839
Other Fringe Benefits	206,503			177,282		29,221
Other Contractual Service	15,828,153			2,987,803	—787	12,841,137
Rents	15,739,207			15,591,702	—13,048	160,553
Commodities	12,453,891			11,655,087	56,586	742,218
Grants—Subsidies—Pensions	13,513,332			13,432,397		80,935
Purchases of Land	—76,773			—76,944	171	
Buildings and Improvement	57,030			57,030		
Equipment	5,613,739			5,508,287	105,452	
Transfers to Other Funds	602,115			427,305	486	174,324
TOTAL EXPENDITURES	92,746,761			76,620,451	210,894	15,915,416

OFFICE OF HUMAN RESOURCES AND SPECIAL SERVICES

VACANT, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 22 *Legislative Count:* 22

Organizational Units:

- Office of Personnel and Training
- Office of Equal Opportunity
- Office of Employee Relations
- Office of Special Services

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, public relations, internal communications, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all informational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. Specific programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides a variety of services to the Department which include advising and assisting program directors with their staffing needs and carrying out those needs either through the State Department of Personnel or in direct contact with recruitment resources. Additional programs include Staff Development and Training as well as Health, Safety and Industrial Accident prevention and administration.

Training emphasis has been on Safety, Sexual Harassment and Supervisory Skills for Maintenance supervisors and workers in an effort to improve the general work environment in field locations.

Information from the recently completed needs assessment study will be used to develop a more complete staff development plan which touches on other areas as well.

Employee Relations. This office represented the Department at all levels of the appeals process utilizing four contracts statewide, investigated and recommended course of action in grievance resolution at all lower levels of the grievance procedures, and represented the Commissioner at Department head level procedures and also at the Governor's Office of Employee Relations (GOER); worked in conjunction with the legal staff in preparing and presenting grievances at arbitration. The staff performs systematic visitations to all division offices, crew headquarters, and other department facilities, as well as many job sites, to provide employees and management a professional resource for addressing labor/management issues. The staff provided instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigated, recommended, and participated in disciplinary hearings; made recommendations in the area of Labor Relations relative to proposed policy development or change and participated at the bargaining table for each set of contract negotiations.

The staff conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels.

Equal Opportunity. This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504, Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training, Small Business Procurement Policy, and to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis during FY 84 has resulted in increased awareness by, and certification and participation of firms owned and controlled by minorities and women in Federal-aid contracts with MDOT.

Special Services. This office provides a wide variety of services, including, but not limited to external and internal informational programs, mapping, and graphic arts services. It is responsible for media relations, furnishes public information nationwide regarding MDOT policies and activities, publishes a newsletter for department employees and manages special events. It also provides graphic arts services to the Department and supplies a large selection of maps to MDOT, other government agenices, businesses and the general public.

PUBLICATIONS:

County Maps (Large scale $1.00, small scale $.15
Urban Maps ($.75)
Minor Civil Division Maps

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF POLICY ANALYSIS

WALTER J. VERRILL, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned and appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Highway Cost Allocation Evaluation, and the evaluation of and recommendations for a Pavement Management System. Current projects include ~~a~~ Study of Financing of Local Bridges, and a Haul Roads Study.

Financing Local Bridges. An ongoing study is developing options for financing the rehabilitation and reconstruction of bridges located on the lower classification of highways in the State. Background is being developed on condition, age, and traffic for all these bridges and long-term capital and maintenance costs are being examined. The study will examine the various options for State and Town custody and maintenance for groups of these bridges, changes in cost sharing, incentive systems, responsibility for posting of deficient bridges within the group, etc. An Advisory Committee representing the municipalities will be formed to review options and suggest approaches. A report to the 112th Legislature is required.

Haul Roads. A study is underway to identify any network of "haul roads" that serve special industries. The study is also to determine unmet cost responsibilities and develop options to meet same. Recommendations to concentrate any added revenues for the improvement of the identified network are also required. The study is to invite affected industry representatives to review findings and make suggestions. Coordination of all efforts with the Department of Conservation will be made. A general review of the form, adequacy, and timeliness of all engineering, administrative, and financial information is under way. A variety of recommendations are expected over a considerable period of time.

Executive Computer Seminar. A top level computer seminar was organized by this office to inform top management personnel of the availability of various computer services and techniques, and give insight into probable near term trends.

Commercial Vehicle Limits. Changes in Federal and State law affecting commercial vehicles were tracked and coordinated. A pamphlet describing Maine commercial vehicle limits was revised and published. In addition, there is an ongoing responsibility to study various vehicle configurations and vehicle axle and gross loadings to determine their effects on bridges and pavements.

Bridge Management. A study of the possibility of maximizing bridge life and condition while minimizing use of resources in a manner somewhat analogous to pavement management will be undertaken.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, December 1982
Commercial Vehicle Limits for Highway Use, May 1983
Highway Cost Allocation Working Papers #'s 1-9

Publications are available free upon request.

FINANCES, FISCAL YEAR 1984: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, ACTING CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 19 *Legislative Count:* 19

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 243 State Claims Board referrals; 95 were presented for hearing and 133 were settled. The Office also completed and updated for the Department 3,288 title abstracts. Four titles were prepared for the Attorney General's Office. $25,971 of outstanding accounts receivable are currently being handled by the Office. $60,108 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1984: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF INTERNAL AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Internal Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were completed for the three fiscal years ending June 30, 1983 to meet Federal requirements for financial and compliance audits on an organization-wide basis. The audit report, which included coverage of approximately $152,800,000 in Federal funds expended by the Department during the three year period, was issued to management and distribution was made for the Federal funding agencies.

The internal audit plan was prepared and reviews were initiated to provide financial and compliance audit coverage for the two fiscal years ending June 30, 1985.

External audits were completed for expenditures of approximately $12,300,000 made under negotiated contracts and grants with consultants, railroads, utilities, public transportation agencies, political subdivisions, and other organizations.

FINANCES, FISCAL YEAR 1984: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

MAINE STATE FERRY ADVISORY BOARD

GEORGE MARQUIS, CHAIRMAN, TOWN MANAGER, ISLESBORO
ROBERT E. ELDER, DIRECTOR, DIV. PORTS & MARINE TRANSPORTATION

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1975

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 12 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 83 were Greg Marquise, Chairman—Islesboro; David G. Benson—Southwest Harbor; James D. Gillispie—-Swan's Island; David L. Lunt—Frenchboro; Patricia Curtis—North Haven; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; Roberta Littlefield—Vinalhaven; and Elizabeth Burr—Matinicus.

The major topics of discussion during the year were the recommendations of the Sunset Review Committee, and cost savings proposals. For example, working with the MDOT, Adisory Board closed the Islesboro terminal, resulting in considerable cost savings.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

MAINE PORT AUTHORITY

DANA F. CONNORS, PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1951

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 1929 P&SL, Chap. 114

Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors and president. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN
BARRY L. VALENTINE, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directions and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977 *Sunset Review:* Not Established

Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displayes.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1984: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 2,700,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

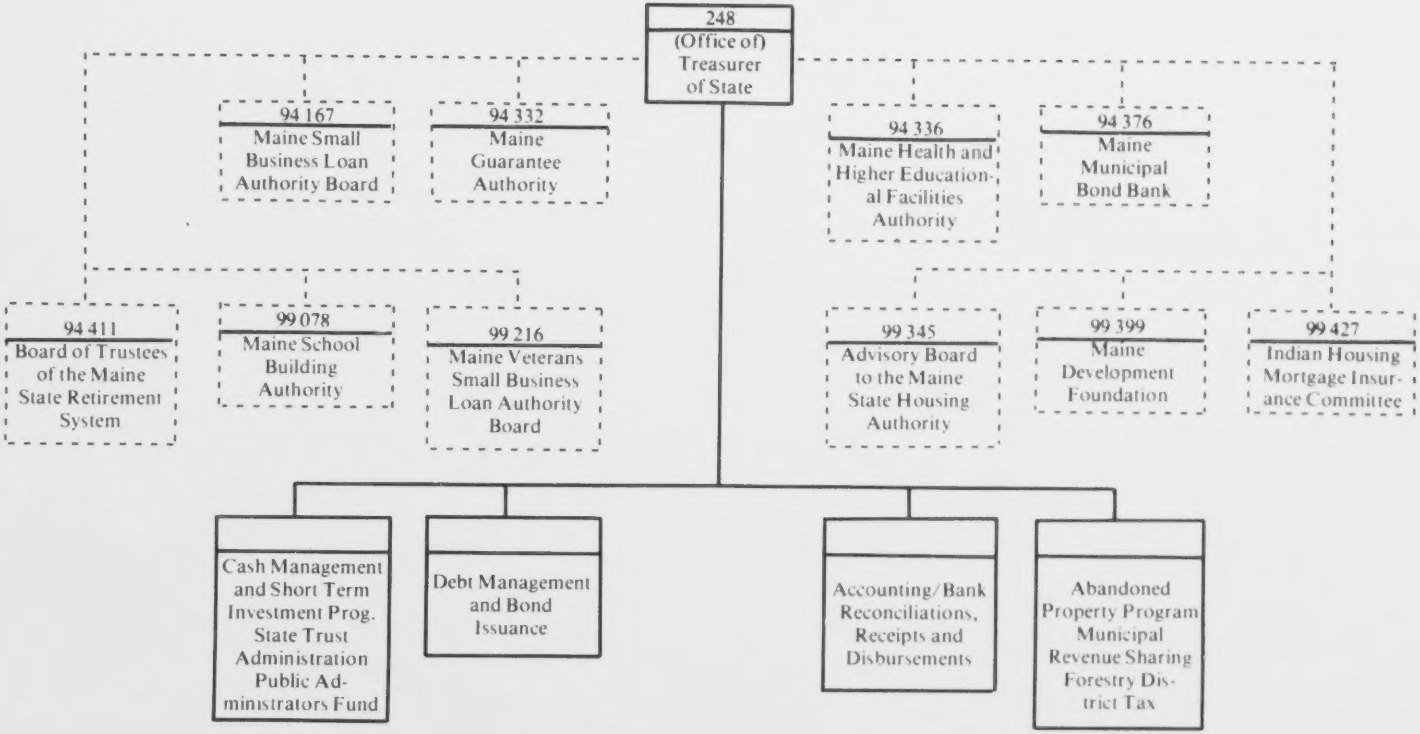
The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances.

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of)
Treasurer
of State
94 167
Maine Small
Business Loan
Authority Board
94 332
Maine
Guarantee
Authority
94 336
Maine Health and
Higher Education-
al Facilities
Authority
94 376
Maine
Municipal
Bond Bank
94 411
Board of Trustees
of the Maine
State Retirement
System
99 078
Maine School
Building
Authority
99 216
Maine Veterans
Small Business
Loan Authority
Board
99 345
Advisory Board
to the Maine
State Housing
Authority
99 399
Maine
Development
Foundation
99 427
Indian Housing
Mortgage Insur-
ance Committee
Cash Management
and Short Term
Investment Prog.
State Trust
Administration
Public Ad-
ministrators Fund
Debt Management
and Bond
Issuance
Accounting/Bank
Reconciliations,
Receipts and
Disbursements
Abandoned
Property Program
Municipal
Revenue Sharing
Forestry Dis-
trict Tax

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 84
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	211,504	211,504				
Health Benefits	11,038	11,038				
Retirement	34,165	34,165				
Other Fringe Benefits	1,045	1,045				
Computer Services—Comm.	80	6	74			
Computer Services—State	16,004	15,105	899			
Other Contractual Service	157,291	155,901	1,390			
Commodities	2,008	2,008				
Grants—Subsidies—Pensions	27,576,119		27,576,119			
Equipment	898	898				
Interest—Debt Retirement	35,549,609	35,549,609				
Transfers to Other Funds	520		520			
TOTAL EXPENDITURES	63,560,281	35,981,279	27,579,002			

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $290,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes. In 1984 Registered Bonds replaced Coupon Bonds.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 4.75% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer recently established an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state assets which are found and reported to the Treasurer. The division has a supervisor, 2 outside auditors and an office clerical staff of two. In 1984, approximately 2 million of found money came into the treasury and 1 million was paid out to rightful owners. An on-going effort is made to find the owners of the remaining million. Audits started in 1984 to induce compliance will result in an increase of revenue over 1984.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing—Maine Citizens—no charge—on location State Treasury.

Issued State Debt since inception of Bond Program.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: 430 Riverside St., Portland *Telephone:* 207-871-7771
Mail Address: 430 Riverside St., Portland, Maine 04103
Established: 1941 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 MRSA 1963
Average Count—All Positions: 235 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is $10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE

JOSEPH G. HAKANSON, CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 3,842
Organizational Units:
Board of Trustees
Office of the Chancellor
System-Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine at Orono (UMO)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL—Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1983 enrollment in all University programs totaled 28,591 and 4,151 persons were awarded degrees in 1982/83. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1983

BY EMPLOYEE CATEGORY	
Faculty	1,264
Professional and Administrative	792
Classified	1,786
Total	3,842
BY SOURCE OF FUNDING	
Educational and General	2,651
Auxiliary Enterprise	538
Restricted	653
Total	3,842

PUBLICATIONS:

(1) *The Chancellor's Report,* University of Maine.
(2) Chancellor's Newsletter, University of Maine
(3) Maine, Fifty Years of Change 1940-1990
(4) Population Characteristics of Maine, 1980 (Volume II)
(5) The Maine Book

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1984

	1984			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	$ 35,875,254	$ —	$ —	$ 35,875,254
Governmental appropriations-state	58,972,576	—	1,264,617	60,237,193
Governmental appropriations—federal	50,000	—	4,077,759	4,127,759
Governmental grants and contracts-state	—	—	2,892,113	2,892,113
Governmental grants and contracts-federal	—	—	25,386,266	25,386,266
Private gifts, grants and contracts	—	197,531	4,703,529	4,901,060
Endowment income	—	230,196	660,855	891,051
Recovery of indirect costs	2,303,421	—	—	2,303,421
Sales and services of educational activities	3,259,810	2,042,270	72,635	5,374,715
Other sources	4,241,326	1,247,452	—	5,488,778
Total educational and general	$104,702,387	$3,717,449	$39,057,774	$147,477,610
Sales and services of auxiliary enterprises	29,998,867	—	—	29,998,867
Total revenues	$134,701,254	$3,717,449	$39,057,774	$177,476,477
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$ 45,717,861	$1,717,527	$ 2,225,431	$ 49,660,819
Research	4,625,901	928,908	9,598,358	15,153,167
Public service	3,324,602	1,659,359	8,592,151	13,576,112
Academic support	13,692,583	173,689	1,123,912	14,990,184
Student services	9,752,952	40,966	204,336	9,998,254
Institutional support	12,185,264	485,551	28,520	12,699,335
Operation and maintenance of plant	13,736,448	6,593	—	13,743,041
Student aid	2,679,172	432,590	17,285,066	20,396,828
Mandatory transfers for loan funds	160,868	—	—	160,868
Total educational and general expenditures and mandatory transfers	$105,875,651	$5,445,183	$39,057,774	$150,378,608
Auxiliary Enterprises—				
Expenditures	$ 27,682,492	—		$27,682,492
Mandatory transfers for retirement of indebtedness	1,293,793	—		1,293,793
Total auxiliary enterprises	$ 28,976,285	—		$ 28,976,285
OTHER TRANSFERS:				
Current funds-appropriated	$ 180,098	$ —		$ 180,098
Current funds-designated (Note 1)	(1,133,414)	(1,727,734)		(2,861,148)
Current funds-restricted	1,588	—		1,588
Endowment funds	(12,900)	—		(12,900)
Plant funds-unexpended	310,067	—		310,067
Plant funds-retirement of indebtedness	332,032	—		332,032
Total transfers	$ (322,529)	$(1,727,734)		$ (2,050,263)
Excess of revenues over expenditures and transfers	$ 171,847			$ 171,847

BOARD OF TRUSTEES UNIVERSITY OF MAINE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds**	**Highway Fund**	**Federal Funds**	**Misc. Funds**
EXPENDITURES						
Grants—Subsidies—Pensions	58,920,378	58,920,378				1,000,000
Interest—Debt Retirement	958,394					958,394
TOTAL EXPENDITURES	59,878,772	57,920,378				1,958,394

UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

THOMAS RUSH, CHAIRMAN

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-3207
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 3 mills-per-pound (growers' tax).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

PROGRAM: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

The production and harvesting of wild lowbush blueberries is undergoing a rapid change due to new development in technology. Significant progress has been made in the control of weed plants in blueberry fields. While this area of research will continue, research emphasis in Maine is in these broad areas:

1. Integrated pest management practices that will reduce the level of pesticide use while maintaining effective control of weeds, insects, and disease.
2. Pruning methods that will reduce the use and cost of fuel oil for burning blueberry fields.
3. Increasing the population of blueberry plants and yield per acre.
4. The allocation of blueberry tax funds has made is possible for the Maine Agricultural Experiment Station to initiate research on development of new blueberry products by the Department of Food Science.

At the same time researchers from Maine are working closely with scientists in Canada in development of new production techniques and evaluation of selected lowbush varieties.

Harvesting blueberries is labor intensive and future research may involve further development of methods for more mechanized harvesting.

Blueberry production is increasing both in Canada and in the highbush industry of the U.S. Development and adoption of new technology by Maine producers is necessary for Maine to keep competitive in the market place.

PUBLICATIONS:

Blueberry Newsletter, issued periodically by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information--Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
S 479, Producing Blueberries in Maine
S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields
EB 639, Blueberry Integrated Pest Management
S 780, Pruning Procedures in Blueberry Production
S 720, Costs in Marketing Fresh Blueberries
S 723, Operating Costs in Blueberry Production
ST 70, Physical and Chemical Changes in the Development of Blueberry Fruit

FINANCES, FISCAL YEAR 1984: The expenditures of this unit amounted to $87,000 in FY 84 and are, by administrative decision, included with those of the Maine Blueberry Commission.

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine at Orono, Orono *Telephone:* 581-4136
Mail Address: Chadbourne Hall, Orono, Maine 04469
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, and at that time placed within the Department of Government, the Bureau of Public Administration is currently a public service unit of External Affairs at the University of Maine at Orono.

PROGRAM:

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government. Two major types of management education programs are offered:

The Public Employee Development Program offers courses of one, two or three days in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Council Manager and Manager Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Role Negotiation; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions. Most of the recent Bureau activities have occurred along two tracks—economic and community development projects, and projects or activities aimed at helping the State administer its responsibilities under the New Federalism. In the first category, the Bureau has been involved in several regional planning projects, including one referred to as Pro-Maine. The Bureau has also been involved in the planning stages of a Regional Council of Goverments in the Penobscot Valley.

In the second area of project activities, research dealing with the State's administration of several federal block grants has been conducted since the summer of 1981. This research has included an annual evaluation of the Small Cities Component of the Community Development Block Grant Program. In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

MAINE VACATION-TRAVEL COMMISSION

KATHRYN WEARE, CHAIRPERSON
NANCY PRAY

Central Office: Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: September 23, 1983
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 461; *Citation:* 5 M.R.S.A., Sect. 7005
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Vacation Travel Commission is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation Travel Commission also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the vacation travel industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, the Maine Arts Commission, Bureau of Public Improvements and Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation Travel Commission has served as an advisory group both to the State Development Office and the Governor in the last year. In addition to its on-going responsibility to monitor opportunities and problems relating to tourism, the Commission in FY 1984 undertook a number of specific projects to assist the state in formulating tourism policy. In October, 1983, the Commission held an Annual Governor's Tourism Conference which was attended by over 200 persons from the state's tourism industry. This Conference provided assistance in the areas of advertising, marketing, and computer operations that persons in the tourism industry can use to improve their business operations. During the past year, the Vacation Travel Commission was also active in providing input to the new Tourism Division which substantially increased state government's committment to promoting tourism.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD#2, Augusta *Telephone:* 622-2454
Mail Address: Cony Road, RFD#2, Augusta, Maine 04330
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37A M.R.S.A., Sect. 1402

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans and their spouses in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care facility accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care. In June 1984, an agreement was signed with the Maine-Dartmouth Family Practice Residency Program to utilize the Home as a clinical resource in the training of student physicians in geriatric medicine. This action fulfills in part the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

FINANCES, FISCAL YEAR 1984: There are no general fund appropriations for the Maine Veterans Home. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of $17.05 paid the Home on behalf of each eligible veteran.

VETERANS HOME

BOARD OF TRUSTEES OF MAINE VETERANS HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Interest—Debt Retirement	268,825					268,825
TOTAL EXPENDITURES	268,825					268,825

BOARD OF VISITORS—AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Station #40, Augusta, Maine 04333
Established: April 8, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 451; *Citation:* 34 M.R.S.A., Sect. 41
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at Augusta Mental Health Center will meet on a regular basis and provide supportive advice to the Center. It will be comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

BOARD OF VISITORS—BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34 M.R.S.A., Sect. 41
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS— MAINE CORRECTIONAL CENTER

ROBERT L. WOODBURY

Central Office: State Office Bldg., Room 400 Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 449; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: Chairman and four members appointed by Governor.

PROGRAM: During the year, we visit the facility on several occasions as a committee and also individually. We are particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding. We address our concerns in writing to appropriate parties.

We will continue to provide periodic review. As overcrowding problems ease, we will be interested in program improvements.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS— GOVERNOR BAXTER SCHOOL FOR THE DEAF

MR. WILLIAM COTTER

Established: July 1, 1971

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 405; *Citation:* 34 M.R.S.A., Sect. 41

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To act as advisory board of overseers for the Gov. Baxter School for the Deaf. The Board's stated role for the 1982-1983 school year was as follows: (See minutes September 14, 1982).

1. Board members will be available to anyone who wishes to discuss the school.
2. Board members will provide feedback and recommendations to the Superintendent who is responsible for the management of the school.
3. The Board will conduct "exit interviews" with staff who resign to obtain their views on

the strengths and weaknesses of the school.

4. The Board will submit an annual report to the Governor, Commissioner, and Superintendent.
5. The Board will communicate its availability to parents, staff, students, and the deaf community. The Board will invite representatives of each group to participate in meetings to discuss the school's needs and strengths.

ORGANIZATION: Five members were appointed for one year terms by Gov. Brennan in August, 1983. Participation is voluntary. No member receives any pay except reimbursement for travel expenses. The Board reports to the Governor through the Commissioner of the State Department of Educational & Cultural Services. The Board is responsible for writing an annual report to the Governor.

PROGRAM: At the beginning of the school year on September 16, 1982, a descriptive/informational letter was sent from the board to parents, students, alumni, faculty, staff and friends of Baxter. The purpose of the letter was to announce the Board's existence as well as establish a series of meetings. On November 9, 1982 the Board met with Houseparents; on January 11, 1983 with faculty; on March 8 with alumni; and on May 10 with parents and students. At each meeting participants were asked by the Board to present their feelings about the needs and/or strengths of the school. (Detailed minutes of each meeting are available as part of the Board's Annual Report). As a result of each meeting, the Board made recommendations to the school. After each public meeting the Board met in executive session to discuss the 13 exit interviews and other confidential matters involving staff or students. Minutes of the executive sessions are available at the school, and in the Commissioner's office in the State Department of Education.

An Annual Report was prepared on July 26, 1983 for the Superintendent, the Commissioner, the Governor and the House and Senate Chairmen of the Joint Standing Committee on Education of the Maine Legislature.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of the Governor Baxter School for the Deaf.

BOARD OF VISITORS— MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine *Telephone:* 443-4251
Mail Address: 103 South St., Bath, Me. 04530

Established: September 2, 1983* First Meeting

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 466; *Citation:* 34-B M.R.S.A., Sect. 7503

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward the objectives outlined and presented during the Homes' current transition; and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associatate Commission of Programs, Department of Mental Health and Mental Retardation, a representative from the Bath Community, a Bath school principal, a representative from an Alcohol Treatment Program, a social worker, a designee of a veteran's organization, 2 citizens from outside the Bath area and someone appointed from the Department of Human Services.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are included with those of the Military and Naval Children's Home.

BOARD OF VISITORS— PINELAND CENTER

Central Office: State Office Bldg., Augusta: *Floor:* 4; *Telephone:* 289-3161
Mail Address: Statehouse Station #40, Augusta, Maine 04333

Established: April 8, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34 M.R.S.A., Sect. 41

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 84 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items directly affecting client care. Main areas of consideration this year were the changing nature of clients at Pineland Center and adequate levels of staffing.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Pineland Center.

BOARD OF VISITORS— STATE PRISON

DELMONT N. MERRILL, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 450; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit the Maine State Prison and provide appropriate comment, advice, and recommendations to the Governor, Commissioner. and appropriate legislative committees.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS— MAINE YOUTH CENTER

JOHN ROSSER, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: October 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees as well as the Governor's Office.

ORGANIZATION: Chairman and committee members appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendations to the Commissioner and Superintendent.
4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The activities listed above refer to the major types of activities during the past year. Interim reports submitted to the Commissioner can provide added detail as to the findings of the Board of Visitors.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities during the past year. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, the need to assign an advocate, improved systems of accessing funds for educational, clinical and medical services, enhanced administration of volunteer services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee, and adequate employment benefits and training for administration and staff, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

The Board plans to continue its activities, which will include meetings with former and present residents, interested members of the public, and any other individuals who might have knowledge and interest which might provide positive contributions to the work of the group.

At this time, the Board wishes to express its appreciation to Dick Wyse, Superintendent, members of the staff, and Commissioner Donald L. Allen for the very refreshing, open and honest response to our inquiries.

FINANCES, FISCAL YEAR 1984: This unit is not authorized to receive or expend funds.

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

S. CARL HARPELL, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 1 Memorial Circle, Augusta; *Floor:* 4 *Telephone:* 622-4709
Mail Address: 1 Memorial Circle, Box 17, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 091; *Citation:* 1969 Exec. Order 07-69
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

ORGANIZATION: The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 20 categories of groups concerned with vocational education policy. There were 22 members during FY 84. The staff consists of the executive director and the staff assistant. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 84 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring a public hearing in So. Portland; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the State Employment and Training Council (SETC), and the Maine Occupational Information Coordinating Committee (MOICC), through MACVE's representatives on those bodies. MACVE members participated in evaluations of secondary vocational programs. MACVE also brought together representatives from the Vocational Technical Institutes' (VTI's) advisory committees for several joint meetings.

MACVE brought together five people from business and industry to form the Maine Vocational Technical Institution Foundation which will receive donations of money and equipment to provide greater flexibility for the VTIs.

PUBLICATIONS:

1982, 1981 Annual Reports
1983 Annual Report

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1947 *Sunset Review:* Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC—A Description
Careers in Wastewater Treatment Technology—New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life... or the Birds & Bees of Water
Why Should I Save Water?
Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants.
A Cause for Alarm—Acid Precipitation in the Northeast
MTF—The Training Facility That's Going Places.
Regional Information Clearinghouse & Instructional Resource Center.

ALL FREE

FINANCES, FISCAL YEAR 1984: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

BOARD OF CERTIFICATION (Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator. Renewal certificates are issued for previously certified operators. Records are maintained for annual fees, application for and discontinuance of certificates, requests for examinations, notifications of status, reciprocity with other states, and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 6 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; one person who shall be an educator whose field of interest is related to water supply; and one member of the general public. Each member of the board with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for certifying. Each public water utility in the state by statute must have a certified operator. Two examinations are held each year. Four hundred and seventy-three (473) operators are presently certified.

LICENSES, PERMITS, ETC.:
Water Certification

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CERTIFICATION (WATER TREATMENT PLANT OPERATORS)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,444		2,444			
Commodities	97		97			
Transfers to Other Funds	1,569		1,569			
TOTAL EXPENDITURES	3,910		3,910			

WHITEWATER ADVISORY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983 *Sunset Termination Starting by:* June 30, 1986

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: The Whitewater Advisory Committee met three times during Fiscal Year 1984 to review Whitewater allocations for both the 1983 and 1984 season as well as to get an overview of the whitewater industry and the comprehensive legislation passed by the 111th Legislature.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

WHITEWATER SAFETY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Established: June, 1983

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 453; *Citation:* 12 M.R.S.A., Sect. 7367

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The Committee first met February 9, 1984, and elected officers and established priorities and has had three meetings since discussing such matters as helicopter rescues, listings of rescue squads, communications problems, death procedures, life saving devices and a review of 1983 mishaps.

The Committee plans to meet in the Fall of 1984 to review the 1984 mishaps and to make recommendations to the 112th Legislature and/or the Department of Inland Fisheries and Wildlife for possible changes relative to safety.

FINANCES, FISCAL YEAR 1984: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

MAINE COMMISSION FOR WOMEN

JULIE MOTHERWELL, CHAIRPERSON
JEANNE BAILEY MCGOWAN, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333
Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters, promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches; and
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.

4) To increase and improve the level of participation of women in the public policy-making process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. Co-sponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women. The Commission is also a member of the New England Region Commissions on Women and works in conjunction with other New England States on the economic issues facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs.

The Guide to Doing Business with the State, a pamphlet informing women business owners of the State procurement process.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	33,728	33,728				
Health Benefits	976	976				
Retirement	5,643	5,643				
Other Fringe Benefits	149	149				
Other Contractual Service	24,969	19,009	4,888		1,072	
Commodities	1,017	906	111			
Transfers to Other Funds	161		132		29	
TOTAL EXPENDITURES	66,643	60,411	5,131		1,101	

WORKERS' COMPENSATION COMMISSION

CHARLES D. DEVOE, CHAIRMAN
JOHN J. JOLICOEUR, Director of Administrative Services

Central Office: Deering Bldg. Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
District Offices:
106 Hogan Road, Bangor, Maine 04401 *Telephone:* 941-3001
One Vaughn Place, Caribou, Maine 04736 *Telephone:* 498-6428
377 Main Street, Lewiston, Maine 04240 *Telephone:* 783-5300
85 Preble Street, Portland, Maine 04101 *Telephone:* 879-4840
Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91
Average Count—All Positions: 55 *Legislative Count:* 57

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission. The present Commission consists of nine members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years. The nine appointed members must be lawyers and members in good standing of the Maine Bar. The Commission appoints a director of administrative services and full or part-time court reporters and such clerical assistance as necessary.

In 1981, the Legislature created the Appellate Division to hear appeals from Commission decisions. Since its creation on September 18, 1981, the Division has held nine Appellate terms and has issued opinions on 234 cases.

Effective January 1, 1984, the Legislature created an Early Pay System designed to attempt to resolve controverted cases in order to decrease the number of formal hearings, to have benefits paid to deserving injured workers quicker, and to decrease attorney involvement. An informal conference procedure was enacted along with the creation of four district offices manned by Employee Assistants and additional clerical support.

During the past fiscal year, the Commission has been implementing a computer system which will automate data, produce needed statistics and reports and increase its overall efficiency. Word processing has also been implemented thereby decreasing the length of time needed to transcribe and to issue decisions on controverted cases.

PROGRAM: In F/Y 83, the total number of First Reports of Injury filed was 46,696. In F/Y 84, the total number filed amounted to 54,911. Agreements to pay compensation processed by the Commission in F/Y 83 numbered 14,710. The total processed in F/Y 84 was 11,179. The total number of petitions filed in F/Y 83 was 6,813, and in F/Y 84 a total of 6,569 petitions were filed. The total number of hearings held in F/Y 83 was 9,376. In F/Y 84, a total of 9,336 hearings were held.

The balance of the Second Injury Fund as of June 30, 1984 was $308,863.67.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$ 110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420
1980	98,930,344	1,941,259	65,151,004
1981	115,353,852	2,271,093	85,060,585
1982	124,262,683	2,451,954	90,698,465
1983	143,354,547	2,840,537	109,492,213

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group has been transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979

PUBLICATIONS:

The *Maine Workers' Compensation Practice and Procedure* handbook is available for purchase from Tower Publishing Company in Portland. Interested persons should contact the publisher for the cost of this publication which contains the Workers' Compensation Act, decisions of the Appellate Division, rules and regulations, and forms.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	934,112	934,112				
Health Benefits	38,081	38,081				
Retirement	96,477	96,477				
Other Fringe Benefits	4,289	4,289				
Other Contractual Service	191,860	191,860				
Rents	23,786	23,786				
Commodities	55,503	55,503				
Grants—Subsidies—Pensions	963	963				
Equipment	210,240	210,240				
TOTAL EXPENDITURES	1,555,452	1,555,452				

COMMISSION TO STUDY WORKERS' COMPENSATION INSURANCE

JOHN E. MENARIO
ROBERT S. HOWE, Staff Member

Central Office: 482 Congress St., Portland
Mail Address: 482 Congress St., Portland, Maine 04101
Telephone: 775-2131
Sunset Termination Starting by: December 31, 1984
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 455; *Citation:* P.L. 1983, Chap. 479
Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: To evaluate the impact of insurance reserving practices, return on investments and profitability on workers' compensation ratemaking, and to review and evaluate structural alternatives for the delivery of workers' compensation insurance, such as state funds.

ORGANIZATION: Three voting members: one business, one labor and one neutral public member acting as chairman, and a non-voting advisory member representing the Department of Business Regulation.

PROGRAM: The bulk of the Commission's $100,000 was expended on a consulting actuary. The Commission met apprximately 15 times and invited testimony from representatives of business and industry, labor, the insurance industry and insurance regulators. It looked in depth at regulation of workers' compensation insurance in New York, Ohio, Michigan and Illinois, and reviewed data from several other states. The findings and recommendations of the Commission were based upon such testimony, as well as written submissions and the research of the consulting actuary. The meetings culminated in a public hearing on June 20, 1984.

PUBLICATIONS:

"Findings and Recommendations of the Special Study Commission on Workers' Compensation Insurance,"—no charge

"Maine Workers' Compensation Report to Special Study Commission," Tillinghast Nelson and Warren, consulting actuary. Available for on-location use at Department of Business Regulation.

FINANCES, FISCAL YEAR 1984: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMITTEE TO STUDY WORKERS' COMPENSATION INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,150	6,150				
Other Contractual Service	68,385	68,385				
Rents	180	180				
Commodities	216	216				
Equipment	399	399				
TOTAL EXPENDITURES	75,330	75,330				

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